

PRINT ON SCHOOL LETTERHEAD OR SEND WITH DIGITAL LETTERHEAD

Dear Business Partner:

[Insert name of your school] would like to invite you to be a guest presenter as part of our College and Career Expo on [insert date], at [insert address of school].

Our theme for this event is "Champions at Work: We are Ready!" [change to fit your theme] Having partnerships with colleges and businesses provide our students with clarity on their next steps forward. Please plan to inspire our students by sharing your career area, a typical workday, education requirements, employment positions within your place of business, and more. This is an opportunity for students to speak with someone whose career area interests them and to explore areas they may not have considered before. If you are a college partner, please plan to inspire our students by sharing the academic programs at your college or university. Our students would benefit from learning about the academic and social opportunities at your school.

The College and Career Expo will occur during the school day, and you have the option to attend in three options [edit the following to reflect your school day]:

- AM: 8:00-12:30 pm
- PM: 1:30-3:00 pm
- All Day: 8:00-3:00 pm

Our students in grades 9-12 in our full-time programs and also our Career and Technical Education (CTE) students will visit your table to ask questions, learn about the career opportunities in your organization, and what will best prepare them for this career area. Tables will be provided for each business/organization. Let us know if you need access to an outlet or other special requirements. There are also opportunities for volunteers to lead informational seminars on topics such as: completing the FAFSA, scholarship opportunities, financial literacy, and resume writing, to name a few. Enclosed is a flyer, which has a QR code and tiny URL: [insert your link here].

We appreciate your willingness to give back to our students. If you are interested in participating, please register on the link above. If you have any questions regarding this event, please contact [insert one or more names of committee members].

Thanks again,

[Committee Member name]

[committee member email address]

[contact phone number]