

Hi there!

The College & Career Expo is scheduled for [insert date of your event]. The College & Career Expo is held every two years at the Career Center during the school day [edit to reflect your school's event]. It is a time that we invite vendors and volunteers from local businesses and post-secondary educational institutions to [insert school name] to meet with students.

There are a few purposes for this event:

1. For students to learn about careers and vocations from actual professionals in the field
2. To connect students to possible pathways to careers through post-secondary experiences such as college, apprenticeships, or employment
3. For employers to connect with potential candidates

We are asking for your help with inviting professionals from your industries to come to [insert school name] on [insert date of your event]. Attached is a .pdf of an invitation that you can send other professionals. Also, below is a draft email that you could send to your contacts. If you would like [name of committee member(s)] to contact someone on your behalf, please let us know. Thank you!

[Name of committee member(s)]

Dear \_\_\_\_\_,

Greetings from [insert school name]! Here at the Career Center, our vision is "to be a united community of self-directed learners empowered through authentic academic, industry, and life experiences to actualize our personal aspirations." [edit previous sentence to reflect your school] To that end, we are putting together a conference-style College & Career Expo to help connect our students with concurrent and/or post-secondary opportunities for education and employment. We would love for you to come and share your professional experiences with our students.

The College & Career Expo will take place on [insert date of your event] and will run throughout the school day. Vendors are invited to attend from 8:00 am - 12:30 pm, 12:30 - 3:00 pm, or for the full day [edit times to reflect your event]. 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. Tables will be provided for vendors interested in setting up an information booth. Additionally, lunch will be provided to all full-day participants [edit, as needed]. To sign up, please register here: [insert link to your registration form].

If you have any questions, please reach out to [insert name of committee member(s) and email addresses]. Thank you so much!