

EMAIL TEMPLATES

Use the following email templates to aid in communicating and developing a good communication channel with your event volunteer.

Email Template 1 - Recruiting Worksite Visits

Hi, _____.

My name is _____, and I am a _____ at _____ in [city, state] _____. We are organizing a small-group Worksite visit called a College2Career Forum to help our students learn about potential career options through interactive activities.

We think that our students would benefit from hearing about your organization's work in the _____ career cluster as a _____. This is a great chance for you and other colleagues to share your knowledge with K12 students who are eager to know more about your profession!

If you are interested in receiving more information and would consider hosting a small group of students at your organization, please feel free to email me back at _____.

Sincerely,

Email Template 2 - Confirming Worksite Visit Information

Hi, _____!

Thank you again for hosting our small-group worksite visit! We are so excited that you are interested in showing our students the ins and outs of the career opportunities within your organization.

Below is the date, time, and location we have scheduled for the College2Career Forum:

Date: _____

Time: _____

Location: [include address, city, state, name of room (if available)] _____

In this email, we have included a sample event schedule. We are willing to workshop activity ideas and timelines with you as needed.

Let us know if you have questions and thank you again for volunteering your time! We will send more logistical information soon.

Sincerely,

Email Template 3 - Event Details and Needed Info

Hi, _____

We hope this email finds you well. We are excited to visit your organization on _____.

We plan to arrive at least fifteen minutes early. Can you please provide us any parking and building instructions as needed? We are planning to bring a (school bus or district van). Will we need any parking passes?

Please respond to this email with the finalized schedule and agenda for the day. Our students are looking forward to your career talk!

Thank you again and let us know if you need anything.

Sincerely,

Email Template 4 - Thank You

Hi, _____

Thank you for being a gracious host for our College2Career Forum event on _____! We know your time is valuable, and we are grateful that you spent some of it with us.

The students enjoyed hearing about the career opportunities at _____ and learned a lot from you. We look forward to working with you again in the future when the opportunity arises.

Thank you again!

Sincerely,