

## CAREER EXPO EMAIL TEMPLATES

Use the following email templates to begin your communication with community partners. Edit and compose your email as needed.

### ***Email Template 1 - Recruiting Volunteers***

Hi, \_\_\_\_\_.

My name is \_\_\_\_\_, and I am a \_\_\_\_\_ at \_\_\_\_\_ in [city, state] \_\_\_\_\_. We are organizing a Career Expo to expose our students to potential career, college, military, and career-tech options available to them after high school.

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 K-12 students who are eager to know more about your profession!

If you are interested in receiving more information and would consider participating in our Career Expo, please feel free to email me back at \_\_\_\_\_.

Sincerely,

[Your name]

### ***Email Template 2 - Confirming Expo Logistics***

Hi, \_\_\_\_\_!

Thank you again for participating in our upcoming Career Expo! 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 the Career Expo:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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

In this email, we have included a Volunteer Guide that covers more details about what to expect from the expo.

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

Sincerely,  
[Your name]

***Email Template 3 - Event Details and Needed Info***

Hi, \_\_\_\_\_.

We hope this email finds you well. We are excited for you to join us at our Career Expo on \_\_\_\_\_.

The schedule for the day will be as follows and LUNCH will be provided!

- Sophomores (11:00–11:30)
- Freshmen (11:30–12:00)
- Juniors (12:00–12:30)
- Seniors (12:30–1:00)

Please plan to arrive thirty minutes early for sign-in and booth set-up. Parking will be available on the \_\_\_\_\_ side of the school building for all of our participants. Please enter through the main doors and check in through the office. From there, someone will escort you to the Expo.

Please feel free to bring any handouts, tools, examples, etc. for your booth, along with a tablecloth and banner, if you'd like.

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

Sincerely,  
[Your name]

***Email Template 4 - Thank You***

Hi, \_\_\_\_\_.

Thank you for participating in our Career Expo on \_\_\_\_\_! We know your time is valuable and we are grateful that you spent some of it with us. The event was incredibly impactful for our students in preparing for their future.

If you are interested in continuing to work with our students, we'd love to chat about hosting you for a [Career Cafe](#) or bringing students to you for a [College2Career Forum](#)!

Thank you again!

Sincerely,  
[Your name]