

Initial Email

Hello!

To help connect you with employers (and success stories!), we are offering several Career Connections events this semester that will take place via Zoom. You are invited to participate! If one of your program-major courses meets during one of these times, your instructor will have you join as part of the class activities for that day.

Each session will take place via Zoom. Our goal is to help you get excited about your chosen career field and the many options you have as you start (or develop yourselves along) your journey! Employers and alumni will share insights on what to expect after you are hired for a job, what they wished they had known before starting their careers, the future of the job market, and more! To view which employers will be presenting, check out our webpage [link to your site].

The event dates and times are: [below are examples]

- Monday, October 17th from 12:30 PM - 2:15 PM
- Wednesday, November 16th from 12:30 PM - 2:15 PM

Please **Click Here to fill out the survey** [hotlink to survey] to help us estimate student participation numbers. Please fill this out no later than **[appropriate deadline]**. The Zoom logon information is provided, below:

Link TBD

Meeting ID: TBD

Passcode: TBD

If you have any questions, please respond to this email, or contact [insert appropriate contact information].

We look forward to seeing you at one or all of these Career Connections events!

REMINDER EMAIL

Subject: Plan to attend the [your program] Career Connection event on [example date/time] Thursday, 3/3 from 12:00 PM - 1:15 PM.

Dear Students,

Please save the date for our [your program name] Career Connection event on [example date/time] **Thursday, 3/3 from 12:00 PM - 1:15 PM**. Our goal is to help you get excited about your chosen career field and the many options you have as you start (or develop yourselves along) your journey! Employers and alumni will share insights on what to expect after you are hired for a job, what they wished they had known before starting their careers, the future of the job market, and more!

There will be 5 - 6 professionals [change estimate based on # - this is a low range, but we try to keep them under 8] from a variety of industries presenting on [insert date]. You can learn more about each presenter and which industry they represent via the Career Connections website [hotlink to website].

We strongly recommend that **[list key programs based on industries represented for that particular date] students** attend the event on [insert date]. Please RSVP no later than [reasonable deadline] via this link [hotlink student survey].

To prepare for this event; we recommend that students research the companies that will be attending and come up with 5 questions to ask during the event. See more preparation tips on the Career Connections website [hotlink to website's preparation page].

The **Zoom logon** information is provided, below:

Link TBD

Meeting ID: TBD

Passcode: TBD

We look forward to seeing you on [example date/time] **Thursday, 3/3 from 12:00 PM - 1:15 PM**.

FOLLOW-UP

Dear Students,

We are so glad that you participated in the [your program name] Career Connections Event. Thank you for supporting the event by attending and contributing.

We hope you enjoyed the experience and received beneficial information. If you missed out on the event held on [insert date], there are [correct #] more opportunities for you to attend [example dates/times below].

- **Wednesday, April 6th from 12:30 PM - 1:45 PM**
- **Tuesday, May 3rd from 5:00PM - 6:15 PM**

Please **Click Here to fill out the survey** [hotlink to student survey] to help us estimate student participation numbers. The Zoom logon information is provided, below:

Link TBD

Meeting ID: TBD

Passcode: TBD

If you have any questions, please respond to this email, or contact [insert appropriate contact information].

We look forward to seeing you at the next Career Connections event!