

Career Fair: Company/Organization Invitation Email

Use the below email template and customize based on your school needs

Subject: Please Join Us: New Providence High School Career Fair

Dear Linda,

New Providence High School cordially invites you to participate in our annual Career & Fair on Wednesday, May 5, 2018, 10:30 AM-12:30 PM at the New Providence High School Athletic Center.

At the event we will host a number of different companies and organizations to promote career exploration, internships and skills assessment. This year our students expressed interest in learning more about opportunities business, sciences and media arts.

Professionals like you help our students learn about the opportunities and challenges in the job market and the types of training and education they'll need to succeed a competitive job market. In addition, we strive to provide our students with opportunities to interact with real world professionals to practice networking and communication skills.

We hope you'll join us to make a difference in our students' lives and network with other professionals in our community. Please confirm your participation and email your [Career Fair Registration Form](#) by **April 1, 2018**. If you do plan to join us, I will send you a confirmation email with additional details and prep materials.

Thank you in advance for your generous donation of time. If you have any questions, please feel free to contact me at 401-222-3333 or rich_john@newprovidence.us.edu.

Best,

John Rich
Social Studies Lead Instructor
New Providence High School

