**Purpose**:

* This email should be sent to a campus’ career services office once we have an alumnus who has reached junior class standing.
* When possible, this email should be sent to an individual, rather than a general office email account.
* When possible, any campus champions should e-introduce the alumni counselor to any contacts within the career services office in order to facilitate conversation and engagement.

DearName**,**

Greetings from Achievement First Amistad High School and I hope your school year is off to a great start!

I work closely with Achievement First Amistad High School graduates in college in order to encourage them to access campus supports (which is where you come in) and to ensure academic success, which includes summer internships and career planning. The majority of our graduates are the first in their family to attend college and have a variety of different challenges when it comes to identifying and exploring career opportunities.  We currently have insert # of alumni enrolled at College Name, and insert # are juniors. **Our alumni program’s goal is that each current junior will visit their campus’ career services office at least two times** in order to research both internship and job opportunities for summer vacations, as well as to explore career research for longer term planning.

Our student(s) currently enrolled at College Name is:

|  |  |
| --- | --- |
| **Student’s Name** | **Expected Graduation** |
| Student First Name Student Last Name | 2014 or expected graduation date from college/university |

There are a couple ways that you can help students, a few ideas are listed below:

* Include our current students in any distribution lists (if they are not already), so they can be aware of upcoming events, workshops and advertised internship or job opportunities.
* Include my email address in any distribution lists for current students so that I can be aware of upcoming events and workshops, and advertised internship or job opportunities.
* Reach out individually to our students (listed above) to encourage them to set up an appointment or stop by your office.
* Provide links to any helpful internship or job databases, including resources on resumes, cover letters, interviewing and career research.

Thanks so much for your time and consideration, and I’m excited to find ways to support our shared students! If you’d like to talk further about ways we can work together, please don’t hesitate to reach out.

Sincerely,

Kathryn Gallagher