Date

Letter to Career Representatives

XX High School Letterhead

Dear Community Member,

On behalf of XX High School staff and students, we would like to cordially invite you to participate in a College and Career Fair hosted by XHS and Arizona GEAR UP on date from time in the location.

We strive to provide students with meaningful experiences to foster their college and career read- iness. The College and Career Fair offers students an opportunity to learn more about a variety of careers and the various pathways to them.

You'll have the opportunity to talk to students about the joys and challenges of your profession and offer advice on required skills, training, and credentials to achieve their career goals. It's also an op- portunity to introduce the concept of networking. Also, feel free to bring hands-on activities.

We will invite local college and university representatives, as well as businesses that represent 16 different career clusters.

|  |  |  |
| --- | --- | --- |
| **16 Career Clusters** | | |
| Agriculture, Foods, & Natural Resources | Government & Public Administration | Manufacturing |
| Architecture & Construction | Health Services | Marketing Sales and Services |
| Arts, A/V Technology, & Communications | Hospitality and Tourism | Transportation, Distribution, & Logistics |
| Business Management & Administration | Human Services | Science, Technology, Engineering, & Mathematics |
| Education & Training | Information Technology |  |
| Finance | Law, Public Safety, Corrections, & Security |

Please read the attached event information. We hope you will take advantage of this opportunity to make a difference in the lives of our young adults by participating in this year’s event. Please RSVP by deadline date, by emailing your completed Commitment Form (attached) to me at email address/ by completing the commitment form online at insert link.

Thank you for your commitment to our students and community, and we look forward to your partici- pation in our College and Career Fair.

Please feel free to contact me directly at phone or email with any questions or concerns. Sincerely,

Name, Title