Thank You Note to Professional Volunteer

SCHOOL LOGO and/or Letterhead

DATE

Rep Name Rep Institution Address

City, State Zip

Dear individual career professional name,

Thank you so much for participating in your school name’s College and Career Fair! Your willingness to share your expertise made a big impact on our students. We received much positive feedback after the event, as students shared with their peers, teachers, and families about their new, or reinforced, ideas about their educational and career pathway and goals.

We know the hard work you do every day does not stop when you leave your job site, and we appre- ciate the extra hours you worked in order to volunteer your time. In the same way you inspired our students, we hope their excitement to learn about your career inspired you.

Thank you again for helping us inspire our students and learn about college and career options. We hope that you will join us again next year.

With deepest gratitude, Your name(s)

Your Title