The following is an email to business, if making a direct approach to an employer to take part in a specific event. Copy and paste it into your email client and personalise by replacing red text with your event’s details.

Subject line:- Invitation to take part in insert name of activity

Dear insert name

I am writing to invite you to take part as a insert role such as speaker, interviewer etc at our ‘Insert name of activity’ to be held at Name of school/academy on insert date and time . This event is an important element of the careers’ programme for insert cohort or year group pupils.

The format will be:

Insert a brief and simple explanation of the day here – don’t forget to delete the example below

* Business Tutors will work with small groups of Year 10 students, having received CV and applications for ‘imaginary posts’ in advance of the event.
* Group debrief on points of general note, work experience and advice on interviewing and personal presentation in the future.

I will, of course, contact you with more details as the Conference approaches. Insert hospitality arrangements such as , Parking, Complimentary drinks, refreshments etc will also be provided.

I look forward to hearing from you in writing at your earliest convenience or you can telephone insert named contact on insert phone number to confirm your intention to attend, alternatively you can e-mail insert email address. Please do not hesitate to contact me if you would require any further information in the meantime.

We very much hope that you will be able to join us on insert date.

Yours sincerely

signature

Printed name

Position in School/Academy

Address of Academy