

Introduction Email



As a starting point, use the introduction email template below to contact prospective companies and employers.

New Email

To: employer@emailaddress.co.uk

Subject: Careers Café Event

Dear XXXXX

We are planning a series of events at our school in which we hope employers such as yourself will take part.

The events are short, only X minutes in length at time, and venue. The purpose is to allow our students to:-

- Practice speaking to employers and improve their networking skills
- Ask questions about your career journey, how to get into your industry, your company or just ask general questions such as how do I answer a particular interview question.

I am hoping that you would be willing to take part on one of these dates insert dates. If you would be willing to help, please respond to this email so that I can give you further details.

Looking forward to hopefully working with you.