SAMPLE LETTER TO CAREER DAY PARTICIPANTS

[Date]

Dear _____,

Thank you for agreeing to participate in our Career Day for the _____ Psychology Club. We hope that the students will gain a better understanding and broader scope of the possible career paths available to individuals with a psychology degree.

We are planning to hold the Career Day on _____ in the _____. [Add directions to school.] A representative from the club will meet you just inside the doors.

We will try to begin at about [start time]. The program will begin with a brief introduction of each of our participants. If you could e-mail or send a brief description about your educational background and place of employment we will use this information to introduce you. After this we would like each of our participants to briefly describe what they do on a daily basis and the type of individuals they interact with. Additionally, it would be interesting to touch upon those things that happen behind the scenes, as students may not be aware of the preparation in dealing with clients/students. Finally, we will open the session for questions from the students.

Once again thank you for your willingness to participate, we appreciate your time and effort. Please feel free to contact us with any additional questions or recommendations.

Sincerely,

[Teacher name(s)]
Psychology Club Sponsors
[Teacher email(s)]