

ADVISORY BOARD

Employer Partner Recruitment



RECRUITMENT EVENT INVITATION

Template Only (Use School Letterhead or Electronic Distribution)

[Date]

[Name]

[Organization]

[Street Address]

[City, State, Zip]

Dear [Name]:

I would like to invite you to a special event on [date] at [time]. The purpose of the event is to introduce the community to the Academy of [Theme] at [High School], as well as to foster a partnership between our local business community and education.

Please join us at:

- [Location]
- [Date]
- [Time]
- [Driving/parking directions; building entrance procedure]

The Academy of [Theme] is part of a national movement to prepare students for college and careers through [NAF](#). For 40 years, NAF has refined a proven educational design which includes industry-focused curricula, experiential learning experiences, and employer partner expertise in high-need industries such as: Finance, Hospitality & Tourism, Information Technology, Engineering, and Health Sciences. More than 4,000 volunteers work in classrooms, act as mentors, engage NAF students in paid internships and serve on local advisory boards. Please find enclosed additional information about NAF and the Academy of [Theme].

With your help, our students will graduate with the education and professional skills necessary to grow the local economy. The involvement of your organization, especially your professional expertise, will make a significant difference to the success of our academy, and impact student futures.

We hope you or someone from your organization will be able to join us on [date] at [time]. Our students are excited to share their hard work with you, and we look forward to exploring how the Academy of [Theme] might partner with your organization.

For more information or to RSVP your attendance, please call [contact name], [Position, such as Academy Director] at [phone number or email address].

Sincerely,

[Principal name]

Principal, [School Name]

[Advisory Board Chairperson name]

[Position], [Company]