**Sample Email:   
How to Invite Other Regional Schools to Join Your Career Hunt**

**Subject Line:** You’re Invited: [CITY NAME] HirePaths Career Hunt

**Email Body:**

Greetings! I’m reaching out to invite students in your [Xth GRADE] to participate in our [HirePaths Career Hunt](https://hirepaths.com/career-hunts) event on [DATE] at [LOCATION]. The Career Hunt will introduce middle school students to careers with employers right here in [TOWN/REGION] and is jointly sponsored by [ORGANIZATIONS and INSTITUTIONS].

This is a half-day event, starting at [TIME]. After unloading the buses, students will attend an opening session as a large group, then be divided into breakout groups to attend three different 45-minute sessions featuring employers in fields that match their personal interests. Each breakout session will include employer-led activities that give kids hands-on opportunities to learn about possible careers they could have someday. The total event is about 3 hours and 15 minutes.

If your school is willing to participate, please let us know ASAP, and send us the name and email of a contact at your school (usually a counselor) who will ensure students sign up for their breakout sessions two weeks before the event. Individual schedules will be sent to your school to be distributed as students load or unload the buses to attend.

The only cost for your school to participate is the cost of busing. The rest will be covered through local sponsorships or grants. Please let us know as soon as possible if you’re willing to participate or if we can answer any questions. Thank you for your consideration!