**Email Sample: How to Recruit Your Welcome Speaker**

**Subject Line:** Please Join Us as Our Career Hunt Welcome Speaker

**Email Body:**Greetings! I’m reaching out to invite you to be our featured welcome speaker at our HirePaths Career Hunt event on [DATE] at [LOCATION]. About [NUMBER OF STUDENTS] [GRADE] from [SCHOOL OR CITY NAME(S)] will be attending.

This Career Hunt will inspire our local middle schoolers to think about their futures. The half-day event will include industry-specific presentations and hands-on activities for the students. But don’t worry — we’re only asking for about an hour of your time.

As our welcome speaker, you’ll set the tone for this important career exploration event! We’re looking for a 10- to 15-minute presentation during which you’ll share how you got started in your career and then provide advice to students trying to decide what career they might like to have someday. Here are some talking points you can use as you plan your speech!

A few other tips you might suggest to the students:

* Today is not about making decisions, but exploring your options and having fun!
* Learn from the volunteers who are giving their time to share what they do with you.
* Be brave and ask questions about what they do and how they learned their job skills.
* After today, consider how else you can learn about the careers you found the most interesting, including taking high school classes that teach related skills, job shadowing and internships, doing research on the internet or participating in a work-based learning class.

After your presentation, students will participate in three breakout sessions to meet local professionals from local employers offering careers in their areas of interest.

Please let me know as soon as possible if you’re willing to participate. Thank you for your consideration!

[SIGNATURE]