**Sample Email: How to Recruit Speakers for Breakout Sessions**

**Subject Line:** Speaker Invitation: [CITY NAME] HirePaths Career Hunt

**Email Body:**

Greetings! I’m reaching out to invite you or a colleague speak at our HirePaths Career Hunt event on [DATE] at [LOCATION]. About [NUMBER OF STUDENTS] [GRADE OF STUDENTS] from [SCHOOL OR CITY NAMES] will be attending.

Speakers will serve on a panel representing jobs in [INDUSTRY BREAKOUT SESSION NAME]. Each panel will present X total sessions throughout the event to different groups of 20 to 30 students at a time. Each rotation is 45 minutes in length, with a 10-minute break for kids to move between sessions.

Each panelist will be given a few minutes to speak about what their company does, who they serve as clients or customers, what other types of jobs are in their company, and what kind of training those jobs require.

The rest of the 45-minute session will be spent leading the kids in activities, either in a rotation of stations within the room to “try out or try on” items or skills used in the profession or in a large-group activity to help kids learn more about your field.

The goal is not to speak “at” the students, but to engage them in hands-on activities and excite them about the possibilities in your profession. We want the students to begin thinking about their future now so they can take advantage of opportunities when they get to high school.

If you are willing to participate, you’ll receive additional information about your co-panelists and a training video about a month prior to the event to help you plan your session. Our team will guide you through the process, so if you’re interested in participating but unsure about the structure of your presentation, we’re here to help!

If you’re ready to sign up now, please do so through this online form: <https://hirepaths.com/career-hunts/how-host-hunt/career-hunt-speaker-signup>. (Make sure to select the [LOCATION] Career Hunt event.) And don’t hesitate to reach out if you need additional information. Thank you for your consideration!

[SIGNATURE]