

Announcement Templates for Students

Use one or more of these templates to announce your new NACElink Connect school status to your students and/or their parents.

Please note: **Yellow highlights** indicate where you should insert information specific to your college/university.

SAMPLE E-MAIL #1 (NACElink Connect School to students) To use/adapt as a general announcement

Dear **[insert student name]**:

The **[name of your career center]** is an important campus resource you should know about. We can guide you through the process to prepare for your career—from helping you choose the major that fits your interests to teaching you how to interview to get the job you want. We can **[general list of services, e.g., review your resume, critique your cover letter, quiz you in a mock interview]**. And *all majors* are welcome!

And now, we've added an especially valuable tool for you on our career center web pages at **[URL of your web site]**—a job posting service that gives you a special link to **[name of school]**'s to job opportunities in your field.

On **[URL of your web site]**, you'll find the **[name of your NACElink connection]** login box. Click on "register for the first time," and create a personal account.

After you have registered, you can:

- Search for jobs posted for **[name of institution]** students and alumni;
- Create and save your resume and cover letter to send to employers advertising positions through this system.
- Update and tailor your resume and cover letter for specific employers.
- Apply for jobs through the system or off-line.

[Name of your career center] is ready to help you in your job search. Let us show you how to use this new online job search program to find the right job opportunities.

Thousands of job opportunities are waiting for you right now!

QUESTIONS?

If you have any questions about our services, please contact **[insert contact information]**.

Sincerely,

[insert name/title]

SAMPLE E-MAIL #2 (NACElink Connect Schools) To encourage students to use the career center and NACElink to explore job opportunities

Dear **[student name]**:

Looking for your first full-time job? Hoping to find a summer internship or a co-op position? The **[name of career center]** is ready to help with one-on-one counseling, workshops, and a special, online job-listing service where employers will be looking for you!

Go to **[url]** to find a calendar of job-search events (workshops and career fairs) on the **[name of career center]**'s web site and while you're there, look for the NACElink login box. Click on "register for the first time."

After you create your personal account, you can:

- Search for jobs posted for [name of institution] students and alumni;
- Create and save your resume and cover letter to send to employers advertising positions through this system.
- Update and tailor your resume and cover letter for specific employers.
- Apply for jobs through the system or off-line.

QUESTIONS?

If you have any questions about our services, please contact **[insert contact information]**.

Sincerely,

[insert name/title]

SAMPLE E-MAIL #3 (NACElink Connect Schools) To use/adapt for parents

Dear [parent(s) name]:

Will your **[son/daughter]** be prepared to find a good job after **[he/she]** graduates?

Like you (we're parents too), we expect our children's education to take them far in life. All through the academic year, the **[name of your career center at name of school]** offers a wide range of career development and job-search help to help your **[son/daughter]**—and we're for students from *all* majors, not just business, accounting, or engineering majors! We offer **[list some of your workshops and services]** throughout the year. We also sponsor career and job fairs to introduce students to potential employers.

Recently we introduced a new tool on our web site at **[url]** that will give your **[son/daughter]** access to an online job board sponsored by our national nonprofit professional association, the National Association of Colleges and Employers (NACE).

NACElink, the new job board, will expose your student to a wide range of employers—your student will have access to jobs posted specifically to **[name of school]**'s students and to jobs that are available to all schools using the NACElink system.

NACElink Connect has an advantage over the commercial job boards in that it maintains a very strict privacy policy. that is committed to maintaining the privacy of personal information that students enter into NACElink Connect. The privacy policy discloses what information we collect, how we use it, and how to correct and change it. If you'd like to read the privacy policy, you will find it at http://www.nacelink.com/nl_privacy_policy.asp.

Registration and use of NACElink Connect is free to all **[name of your school]** students. After your student has registered, **[he/she]** can:

- Search for jobs posted for [name of institution] students and alumni;
- Create and save a resume and cover letter to send to employers advertising positions through this system.
- Update and tailor a resume and cover letter for specific employers.
- Apply for jobs through the system or off-line.

We're proud to be able to offer you and your student this important job-search tool as one of our many services. Your **[son/daughter]** can search for a full-time job or for a summer internship or co-op position right away!

If you have any questions about our services, please contact **[insert contact information]**.

Sincerely,

[NAME, TITLE]

SAMPLE PROMO (NACElink Connect)

You're One Click Away From Your Future!

[Insert name of Career Center] provides you with an easy way to help you find your first job—or that resume-building internship or co-op position!

You can access NACElink Connect through our career center's web site at **[url]**, where you can:

- Search for jobs posted for [name of institution] students and alumni;
- Create and save a resume and cover letter to send to employers advertising positions through this system.
- Update and tailor a resume and cover letter for specific employers.
- Create job search agents to notify you of new jobs.
- Apply for jobs through the system or off-line.

In addition, the career center staff is ready to assist you in all your career development and job-search needs. It's never too early to get started working toward your career goals.

Thousands of jobs are waiting for you NOW!! Let us help you prepare for your future today!

For more information, see [\[insert URL\]](#) or e-mail us at [\[insert e-mail\]](#).