

NACElink Announcement Templates

Announcement Templates for Employers

Use one or both of these templates to announce your new NACElink Connect school status to your employers.

Please note: **Green highlights** indicate where you will need to insert information specific to your college/university.

SAMPLE E-MAIL #1 (NACElink Connect Schools) *To use/adapt as a general announcement*

Dear **[insert employer name]**:

We are pleased to announce that we have joined the NACElink system as a NACElink Connect participating school. NACElink is an online job board sponsored by our national nonprofit professional association, the National Association of Colleges and Employers (NACE).

This means you can post ads for **[name of institution]** students and alumni through NACElink and our graduates can reply to your ads immediately with a resume and cover letter.

To make it easier for you to use the NACElink system to post job opportunities or review the resumes of our students, we've added an employer login page to our career center web site at **[URL]**.

We hope you'll use the NACElink system to find students and graduates to fill your **full-time and part-time positions, internships, and co-op programs**.

ADDITIONAL SERVICES

We also invite you to participate in the following services we provide:

[List and describe additional services]

QUESTIONS?

If you have any questions about our services, please contact **[insert contact information]** or, if you have specific questions about NACElink, contact NACElink Services, 800/544-5272, or nacelinkhelp@nacelink.com.

Sincerely,

[insert name/title]

SAMPLE PROMO (NACElink Connect Schools)

WE OFFER “ONE-STOP SHOPPING” FOR YOUR CONVENIENCE

[Insert name of Career Center] provides you with “one-stop shopping” to help you meet your college relations and recruiting needs.

You can access the NACElink job posting area through our career center web site. Go to *[URL]* to use the employer login box.

In addition, the career center staff are ready to assist you in all your campus efforts—let us help you connect and build relationships with key faculty, student organizations, and administration.

For more information, see *[insert URL]* or call us at *[insert phone]*.