Employer Outreach Template

Use this as a starting point, then adjust the tone, length and specifics based on your relationship with the employer and the situation. A warm contact might read more casual and brief. A cold introduction through a chamber might stay more formal and detailed. Adjust freely.

Subject: Invitation to Partner with [School/Organization] for Demo Day

Hi [Employer Name],

My name is [Your Name], and I am a college and career advisor for high school students at [School/Organization]. I'm reaching out about an opportunity to give local students a firsthand look at your work.

We're hosting Demo Day, a hands-on career exposure event that gives students a real look at the career opportunities already available in our community. We're inviting a small number of local employers to host a session where students rotate through in small groups to see your work firsthand and ask questions.

There's no formal presentation required. You'd simply share what a day in your field actually looks like through conversation and hands-on activities, giving students exposure they rarely get anywhere else. It's also a direct investment in your own industry's future workforce.

I'd welcome the chance to share more details and answer any questions. Would you be open to a short call this week?

Thank you for considering this opportunity. I look forward to talking with you soon.

Sincerely,
[Your Name]
[Title/Organization]
[Phone/Email]