HONORIFIC FIRSTNAME LASTNAME

JOB TITLE

COMPANY

ADDRESS 1

ADDRESS 2

CITY, STATE ZIP

21 January 2014

Dear HONORIFIC LASTNAME:

On behalf of the EVENT ORGANIZER/SPONSOR, we cordially invite you to “Student Skills for Success” on TIME & DATE at the LOCATION. This event will bring together students, faculty, and industry stakeholders for an open discussion of what employers need and expect from chemistry graduates.

Your expertise in INDUSTRY will be invaluable as we begin to address gaps between what students are learning and what employers need. We would like to know what skills and knowledge are most valuable, both as a successful individual and as an employer developing a strong employee base.

“Student Skills for Success” is sponsored by the SPONSORS. INFORMATION ON SPONSORS, IF DESIRED By bringing together two-year colleges, four-year institutions, and industry, we hope to create opportunities for collaboration among the stakeholders that will support a strong pipeline of chemists for years to come.

The event will consist of a series of facilitated discussions regarding what students are learning at two- and four-year institutions and what employers need from recent graduates. You will have an opportunity to talk to and collaborate with professors, students, and other industry partners, as well as contribute your valuable experience to an important discussion. Refreshments will be served.

If you are interested in participating, please contact CONTACT INFORMATION OR REGISTRATION WEBSITE by DEADLINE. You may also contact the CONTACT PERSON with any questions or concerns.

Sincerely,

CONTACT NAME

POSITION

ORGANIZATION

ADDRESS

CITY, STATE ZIP CODE

PHONE NUMBER

EMAIL