

Proposal for Enhancing Alumni Career Services

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Position]

[Your Institution]

Introduction

Dear [Recipient Name],

I am writing to propose an enhancement to our current Alumni Career Services aimed at providing comprehensive support for our graduates as they navigate their professional paths.

Current Services Overview

Currently, our alumni services include [briefly list current services]. While these services have been beneficial, there is an opportunity to expand and improve our offerings.

Proposed Enhancements

- Introduction of mentorship programs connecting alumni with industry leaders.
- Workshops focused on resume building, interview skills, and networking.
- Online platforms for job postings and career resources specifically for alumni.
- Regular webinars and guest speaker events to keep alumni engaged.

Benefits

Enhancing our career services will not only benefit our alumni but also strengthen our institution's reputation and foster a supportive community.

Conclusion

Thank you for considering this proposal. I am excited about the possibility of enhancing our Alumni Career Services and look forward to discussing this in further detail.

Best regards,

[Your Name]

[Your Position]

[Your Institution]