

# Career Advising Meeting Summary

Date: [Insert Date]

Advisor: [Advisor's Name]

Student: [Student's Name]

## Meeting Overview

During our meeting on [Insert Date], we discussed various aspects of your career goals and interests. Here's a summary of the key points:

### 1. Career Goals

[Briefly outline the student's career goals discussed during the meeting]

### 2. Skills and Strengths

[Highlight the skills and strengths mentioned by the student]

### 3. Opportunities for Development

[Discuss any opportunities for internships, volunteer work, or skill development]

### 4. Next Steps

[Outline the agreed next steps for the student, including any follow-up meetings]

## Conclusion

Thank you for your participation in this career advising session. I look forward to supporting you on your career journey.

Best regards,

[Advisor's Name]

[Advisor's Title]

[Contact Information]