

# Dear [Student's Name],

We are excited to welcome you back to [University/College Name] for another academic year! As you resume your studies, we want to ensure that you have the necessary support for your career planning and professional development.

Our office offers a variety of resources including:

- One-on-one career advising sessions
- Workshops on resume writing and interview skills
- Internship and job search assistance
- Career fairs and networking events

To schedule an appointment, please visit our website at [Website URL] or contact us at [Contact Email/Phone Number]. We encourage you to take advantage of these resources to help you prepare for a successful future.

Looking forward to supporting you in your career journey!

Best regards,  
[Your Name]  
[Your Title]  
[University/College Name]