

# Career Services and Internship Opportunities

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to inform you about the various career services and internship opportunities available through our department. Our goal is to support your professional growth and ensure you have access to valuable resources.

## Career Services

- One-on-one career counseling sessions
- Resume and cover letter workshops
- Mock interview sessions
- Networking events with industry professionals

## Internship Opportunities

We have partnered with several organizations to provide our students with internship opportunities. Please check out the following:

- [Internship Opportunity 1: Company Name, Duration, Application Deadline]
- [Internship Opportunity 2: Company Name, Duration, Application Deadline]
- [Internship Opportunity 3: Company Name, Duration, Application Deadline]

For more information, please visit our website or contact our office. We look forward to assisting you in your career journey.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]