

Career Exploration Advising

Date: [Insert Date]

To: [Student's Name]

From: [Advisor's Name]

Dear [Student's Name],

I hope this message finds you well. I am excited to assist you in your career exploration journey, specifically regarding internships that align with your academic and professional goals.

As we discussed in our last meeting, gaining practical experience through internships is essential for your career development. I have outlined a few steps we can take to help you navigate this process:

- Identify your interests and career goals.
- Research potential companies and organizations that offer internships in your field.
- Update your resume and LinkedIn profile.
- Prepare for interviews by practicing common questions.
- Network with professionals in your desired industry.

Let's schedule a follow-up meeting to discuss your progress and any challenges you may encounter. Please let me know your availability for next week.

Best regards,

[Advisor's Name]

[Advisor's Position]

[Contact Information]