

# Invitation to Alumni Career Development Workshop

Dear [Alumni Name],

We are excited to invite you to our upcoming Alumni Career Development Workshop, designed to provide valuable insights and tools to enhance your professional skills.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

This workshop will cover topics such as:

- Networking strategies
- Resume building techniques
- Interview preparation
- Career planning

Whether you are seeking new opportunities or looking to advance in your current role, this workshop will provide the guidance you need.

Please RSVP by [RSVP Date] to ensure your spot.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]