

Request for Career Services Assistance

Date: [Insert Date]

To: [Career Services Coordinator's Name]

Career Services Department

[School/University Name]

[School/University Address]

Dear [Career Services Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your School/University]. I am writing to express my interest in receiving guidance regarding career opportunities and services available to students.

As I begin to explore potential career paths, I would greatly appreciate any assistance in navigating internships, job placements, resume building, and interview preparation. Additionally, I am keen to understand more about networking opportunities and events that might be beneficial for my career development.

I would be grateful if we could schedule a meeting or if you could direct me to relevant resources available through the Career Services Department. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]