HONORIFIC FIRSTNAME LASTNAME

POSITION

INSTITUTION

ADDRESS 1

ADDRESS 2

CITY, STATE ZIP

21 January 2014

Dear HONORIFIC LASTNAME:

On behalf of the EVENT ORGANIZER/SPONSOR, we cordially invite you to “Student Skills for Success” on DATE &TIME at LOCATION. This event will bring together students, faculty, and industry stakeholders for an open discussion of what employers need and expect from chemistry graduates.

Your expertise as a chemistry educator will be invaluable as we begin to address gaps between what students are learning and what employers need. We would like to know what skills and knowledge are most valuable to students as they progress from introductory to advanced chemistry and, ultimately, enter the workforce. We also hope you will share what skills are currently integrated into your curriculum and what experiences you are currently able to make available to your students.

“Student Skills for Success” is sponsored by the SPONSORS. INFORMATION ON SPONSOR, IF DESIRED. By bringing together two-year colleges, four-year institutions, and industry, we hope to create opportunities for collaboration among the stakeholders that will support a strong pipeline of chemists for years to come.

The event will consist of a series of facilitated discussions regarding what students are learning at two- and four-year institutions and what employers need from recent graduates. You will have an opportunity to talk to and collaborate with two-and four-year chemistry faculty, students, and chemical professionals from industry and government, as well as contribute your valuable experience to an important discussion. Refreshments will be served.

If you and your students want to participate, REGISTRATION OR CONTACT INFORAMATION by ***DEADLINE***. Please contact CONTACT INFORMATION with any questions or comments.

Sincerely,

CONTACT NAME

POSITION

ORGANIZATION

ADDRESS

CITY, STATE ZIP CODE

PHONE NUMBER

EMAIL