

Dear \_\_\_\_\_,

Congratulations on successfully completing the Panther Professional Development Program!

Throughout this program, you have embraced opportunities to develop key competencies identified by the National Association of Colleges and Employers (NACE) as critical for career readiness.

As you continue your career exploration and journey, remember to leverage the skills and experiences you've gained from this program. Whether you're pursuing internships, full-time positions or additional education, the knowledge and abilities you've acquired will be invaluable assets.

### **Next Steps:**

1. **Update Your Resume and LinkedIn Profile:** Highlight the skills and experiences gained through the Panther Professional Development Program. You can include the attached resume and cover letter sample language (tailored to your unique experiences) to enhance your application documents. I encourage you to **add your [LinkedIn badge to your profile](#)** so you can highlight this accomplishment to your network and future employers.
  - a. Here's how to upload it:
    1. Go to your LinkedIn profile.
    2. Scroll down to the Licenses & Certifications section.
    3. If you don't see it, click "Add profile section" → "Recommended" → "Add licenses & certifications."
    4. Fill in the details: Name: The Panther Network Mentoring Program (Completion)
    5. Issuing Organization: Chapman University Office of Career and Professional Development
    6. Issue Date: [Month Year]
    7. Expiration Date: Leave blank (or select "Does not expire").
    8. Credential ID / Credential URL: Leave blank (optional).
    9. Upload your PDF certificate under "Media" if LinkedIn offers this option.
    10. Once saved, it will appear as an official certification on your profile.

**Chapman University Career and Professional Development**

Chapman.edu/career | (714) 997-6942 | [Career@chapman.edu](mailto:Career@chapman.edu) | @chapmanucareer

2. **Stay Engaged:** Keep an eye out for [upcoming events, workshops and opportunities](#) to further develop your skills.
3. [Complete a brief feedback survey](#) to **share your reflections** on the experience. Your input is valuable and will contribute to the ongoing improvement of the program.

Thank you for your dedication and hard work throughout the Panther Professional Development Program.

If you have any questions or need more assistance, please contact our team. Best wishes for your continued success!

Warm regards,