

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.
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,

Chapman University Career and Professional Development

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

