

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

As part of our ongoing commitment to your professional growth and development, I am thrilled to invite you to participate in the **Panther Professional Development Program**.

This program is designed to help you build essential career skills, gain valuable insights into your professional goals and enhance your resume with experience that will set you apart in the workforce!

Through the program, you'll have the opportunity to:

- Collaborate with me on your personalized professional development Action Plan, ensuring your growth is aligned with **your individual goals**.
- Develop key competencies such as communication, leadership, teamwork and more.
- **Earn a certificate of program completion** and receive guidance on how to showcase this experience on your resume and cover letter.

Participation in this program aligns with our mission to provide you with meaningful on-campus employment while equipping you for **success beyond Chapman**.

If you're interested in being a part of the program, please let me know by \_\_\_\_\_. I'd be happy to answer any questions or provide more details about how the program works and what you can expect.

This is a wonderful opportunity to invest in your future while maximizing your time with our team!

I look forward to hearing from you.

Best regards,