



**VALU**  
VA LEARNING UNIVERSITY

**MyCareer@VA**

## Email to Facility Leadership

**Recommended Subject Line:** New Career Development Resource Available!

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

I am writing to let you know that I have just completed the Career Development Facilitator Program, an informative training program through MyCareer@VA. As a Career Development Facilitator, or CDF, I am prepared to work one-on-one with our employees to help them navigate the career development process, connect them to valuable tools and resources, and help them set and progress towards their career goals. By supporting employees in these efforts, I can further support employee engagement and retention, helping VA employees successfully plan their own career paths and find jobs that fit their interests and career goals. This ultimately helps VA accomplish its mission of providing high-quality service to Veterans and their families.

Employee participation in the CDF program is voluntary, but it is my responsibility to communicate my new role as a resource available to employees in our facility. With your permission, I would like to initiate communications to inform employees that I am available to support their career development. I can assure you that my work will strictly adhere to VA's ethical guidelines and the guidelines set forth by the CDF program.

If you would like to learn more about the CDF program, I would be happy to schedule a time for us to discuss how it can promote career development in our facility and support employees in achieving their career goals.

Please let me know if I can reach out to employees, or if you would like me to schedule a meeting for us to discuss this further.

Thank you for your time.

Sincerely,  
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**VALU**  
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Email to Facility Employees

**Recommended Subject Line:** New Career Development Resource Available!

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

We all know the importance of taking charge of our own careers/our own career development, but sometimes this is a complicated or overwhelming process. I am excited to inform you of a new career development resource available to you—access to a Career Development Facilitator (CDF). CDFs provide one-on-one support to VA Employees to help them accomplish their career goals. I have just completed a training program through MyCareer@VA to become a CDF and I am excited to begin working with you!

Career development means something different to everyone; you might want to advance along the path you are currently on. Or, you might want to make a major change in the type of work you do. Wherever you are in terms of your career, as a CDF, I can work with you to identify your interests and goals, and help develop and implement a plan to achieve career success.

If you are interested in setting up a time for us to meet and talk through how I can help you achieve your career goals, please reach out to me.

Sincerely,

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**VALU**  
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**MyCareer@VA**

Email to Colleagues

**Recommended Subject Line:** Opportunity for Collaboration

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

I am excited to inform you of an informative training program I just completed through MyCareer@VA--the Career Development Facilitator (CDF) Program. This program will allow me better support employee career development by helping me work with individuals to identify their work interests and goals, and help them develop and implement a plan to achieve career success. This effort will further support employee engagement and retention at VA by helping employees successfully navigate their own career paths and find jobs that fit their interests and career goals. This ultimately helps VA accomplish its mission of providing high-quality service to Veterans and their families.

I know we all often play many different roles when it comes to employee development; this program built on the functions we already perform and helped me expand my knowledge of career development and how to best support employees in making progress toward their career goals. I think this would be an excellent opportunity to collaborate on some employee development initiatives/ {insert employee development initiative}. Do you have some time over the next week or two to talk through how we can partner together to better support employee development?

I look forward to hearing from you.

Sincerely,  
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