

TOPIC: Career Services Appointment

Subject: Request for Career Services Appointment: Resume Review and Job Search Assistance

Dear [Career Services Contact's Name or Department],

I hope this email finds you well. My name is [Your Full Name], and I am a [Year/Major] student at [Your University Name]. I am reaching out to request an appointment with Career Services to seek assistance with my resume review and job search strategies.

As I prepare to transition into the professional world, I understand the critical importance of having a well-crafted resume and a strategic job search plan. I believe that Career Services can provide valuable guidance and expertise in this regard.

I am available for an appointment on [Your Availability], and I am flexible in accommodating your schedule. Please let me know the earliest convenient date and time for you. Additionally, if there are any specific documents or information you require from me before the meeting, please do not hesitate to inform me.

During our appointment, I hope to achieve the following objectives:

Resume Review: I would appreciate feedback on my current resume, with suggestions for improvements and enhancements.

Job Search Strategies: I am seeking advice on effective job search strategies, including identifying potential employers, networking opportunities, and interview preparation.

Career Guidance: If possible, I would also like to discuss potential career paths and opportunities related to my field of study.

I am enthusiastic about taking this step towards enhancing my professional readiness, and I believe that Career Services' expertise will be instrumental in helping me achieve my career goals.

Thank you for considering my request. I look forward to your response and scheduling an appointment. Your guidance and support are greatly appreciated.

Best regards,

[Your Full Name]

[Your Student ID (if applicable)]

[Your Email Address]

[Your Phone Number (optional)]