RRNCO Name  
State Army National Guard   
Address  
Address  
Phone

Dear Educator:

My name is name. I am a rank in the State National Guard where I am currently assigned to Name of School or area.

The State National Guard sponsors high-quality curriculum to high school and college classes at no cost. One of the classes we offer is **Career Direction2**. I facilitate the interactive class and bring a workbook for each student.

The intent of **Career Direction2** is to help students understand how important it is to prepare *today* for future education, training, career, and life success. In the **Career Direction2** workshop, students:

* consider their priorities, interests, abilities, personality and motivation level in relation to career choices,
* learn how to choose the appropriate college or technical education necessary for career success,
* learn how to avoid career blockers,
* discover how to pay for education and training costs, and
* explore strategies and techniques for finding a job, including developing   
  a resume, cover letter, and thank-you letter; completing an employment application; and practicing for job interviews.

**Career Direction2** is flexible and can be tailored to fit your class schedule.

In case you are concerned, I’d like to assure that I will not “recruit” during the class. I will use the last couple of minutes of the class to inform students about the mission of the National Guard and our tuition assistance program. If students have questions, we can talk at a later time.

I would be honored to be a guest instructor for your class. I will conduct myself with your students’ best interest at heart. Please call or email me with a convenient time to discuss scheduling **Career Direction2** for your class.

Thank you,

Rank Name  
email