



INFORMATION TECHNOLOGY
UNIVERSITY

**Department of Computer Engineering and
Software Engineering,
ITU**

Information Technology University Arfa Software
Technology Park, 346-B, Ferozepur Road
Lahore, Punjab

URL: <https://itu.edu.pk/>

14th May, 2024

Information Technology University
Arfa Karim Tower

Dear POC,

I trust this message finds you in good health and high spirits. We are writing to formally apply for collaboration with Govt Progressive Girls High School to implement a comprehensive career guidance program for your esteemed institution.

Recognizing the indispensable need for career counseling in educational settings, particularly in schools lacking dedicated resources, our team, under the esteemed mentorship of Professor Hussain Riaz, is deeply committed to empowering students with the tools and knowledge necessary to make informed decisions about their future careers. Our initiative aims to bridge the gap between available resources and students' aspirations by providing personalized support and guidance.

Our proposed program is designed with several key objectives in mind:

- **Personalized Career Guidance:** Tailoring guidance sessions to suit the individual interests, strengths, and aspirations of each student, including assessments to identify aptitudes and preferences.
- **Assistance with University Options and Scholarships:** Providing comprehensive information and guidance on exploring higher education opportunities, understanding admission processes, and identifying scholarship opportunities to alleviate financial barriers.
- **Tailored Guidance to Match Individual Interests:** Conducting personalized one-on-one sessions with students to understand their unique aspirations and offer tailored advice based on academic performance and career interests.

We have outlined a clear plan strategy, which includes obtaining permission from the school administration, conducting a comprehensive presentation, and executing the program with visits to students from Grades 9 through 12.

We firmly believe that by collaborating with Govt Progressive Girls High School, we can make a significant positive impact on the future prospects of your students. Our team is fully committed

to conducting our activities with the utmost professionalism and respect for your institution's policies and schedules.

Therefore, we respectfully request permission to proceed with this collaboration and facilitate career guidance sessions for your students. We are open to discussing any specific requirements or preferences you may have regarding the scheduling and format of our sessions.

Should you require any further information or wish to discuss this matter in detail, please do not hesitate to contact us using the provided contact information.

We eagerly anticipate the opportunity to work alongside the esteemed faculty and staff at Govt Progressive Girls High School to empower your students and contribute to their educational and professional development.

Thank you for considering our application.

Sincerely,
ITU Students
bsse23003@itu.edu.pk
bsse23026@itu.edu.pk
bsse23028@itu.edu.pk
bsse23058@itu.edu.pk
bsse23090@itu.edu.pk
bsse23097@itu.edu.pk
bsse230104@itu.edu.pk
bsse230106@itu.edu.pk

Prof. Hussnain Riaz
E-Mail: hussnain.riaz@itu.edu.pk