**How to use:** (1) Customize the copy as needed and add hyperlinks. (2) Copy and paste the subject line and body copy into an email. (3) Customize and attach the *Gale Presents: Peterson’s Career Prep* email from Teachers to Students. (4) Send your completed email to teachers.

**Subject Line:**

Let’s Help Students Thrive with Valuable Test Prep

**Body:**

Dear <Teacher Name>,

Taking standardized tests, choosing the right college, and planning for a career can be stressful for your students. Help them build their confidence in test taking and decision-making by guiding them to *Gale Presents: Peterson’s Career Prep*. Available through our library, this valuable digital database provides standardized test preparation, undergraduate and graduate program research, tuition assistance information, and career advice, including:

* Four in-depth career assessments that align to interests, values, personality, and

workplace preferences to drive personalized career recommendations.

* Tools to help you research career interests, use templates to create a resumé, and search and apply for jobs.
* Access to the Occupational Information Network (O\*NET), a database developed for the U.S. Department of Labor with more than 1,100 occupational types to search for key information on a specific career path.

*Gale Presents: Peterson’s Career Prep* supports you in preparing your students for the next level, so they can embark on new paths and achieve their goals. I’ve attached an email you can customize and send to students to make them aware of this easily accessed online resource.

Please reach out to me if you have any questions. I’m here to help.

<LIBRARIAN’S NAME>