

Faculty/Dept. Head Outreach Letter Template

Subject: Professional Development Opportunity for Your Students – [insert course name]

Dear [Professor/Dr. Last Name],

On behalf of the campus chapter of the **Institute of Industrial and Systems Engineers (IISE)**, I'm reaching out to share an exciting professional development opportunity for students in your department.

Our chapter is hosting an **[insert course name]** certification. This program introduces students to industry-proven continuous improvement and data-driven problem-solving methods that are widely used across engineering, business, and healthcare sectors.

Course Details:

Dates: [insert date(s)]

Location: [insert location]

Fee: [insert cost]

Registration Link: [insert link]

This certification is **internationally recognized** and provides students with a competitive advantage in the job market — strengthening résumés, developing leadership and analytical skills, and often helping students negotiate stronger starting salaries.

We would be very grateful if you could help us spread the word by sharing this opportunity with your students through class announcements, department newsletters, or your learning management system.

To make it easy, we've attached a flyer and included a short announcement you can share:

"Our IISE student chapter is hosting [insert course name] certification training on [insert date]. This course provides valuable professional skills and a recognized credential that can help you stand out in your career. Learn more or register here: [insert link]."

Thank you for supporting our chapter and helping us connect students with valuable professional development opportunities.

Sincerely,

[Your Name]

[Your Position, e.g., President – IISE [University Name] Chapter]

[Your Email Address]

[Your Phone Number (optional)]