

EMAIL TO CAREERS SERVICE TEMPLATE

Subject: Meeting to discuss Ethical Careers at [insert your university]

Dear [insert name(s)]

I am a student at [insert your university], and I am reaching out to see if you would be open to discussing how [name of your university] could improve ethical and sustainability criteria in its career services.

Like many students, I am deeply concerned about the climate and ecological crisis and I would like to discuss ways in which the careers service could avoid giving visibility to the fossil fuel and mining companies that drive those crises and human rights abuses worldwide. [If you are aware of any partnerships your uni has in particular, or any fossil fuel companies you've seen advertising on campus, you should highlight those. Check our "Villains Factsheets" for more details on the egregious practices of specific companies and feel free to mention some of those in your email].

One way for this to be done is for careers services to adopt an 'Ethical Careers Policy' which would outline which third-party industries the careers service will and will not assist in recruiting students and graduates. [At least twelve UK universities](#) have already done this, with specific exclusions for the fossil fuel and mining industries, and I would love to see our university take a similar step.

It would be great to meet to discuss this further - would you be available next week for a chat?

Kind regards,

[Insert name]

TIPS

- We suggest giving some examples of how the career service is platforming fossil fuel companies and assisting them in their recruitment process.
- Have a read through your university's current policy on careers and see if you can flag discrepancies between what the policy says and what the career service is doing in practice. Feel free to include such discrepancy in the email or wait til later in your communications with your uni's career service to bring it up.
- This first email does not need to include all your arguments so stay concise and give an overall picture - the goal is to secure an initial meeting with the Careers Service.
- If you don't hear back within a few weeks, don't be afraid to politely follow up. We recommend waiting about 3 weeks before following up (in case key staff members have been off sick, on leave, etc.). Universities have a duty to listen to the concerns of their students, so you're well within your rights to ask for a response.