

# TO BE PRINTED ON LETTERHEAD

[Date of graduation]

Dear [area of almost-alum, e.g. Journalism] Graduate,

Congratulations on your graduation. As you complete this momentous milestone it seems an opportune time to consider what your degree in journalism means – to you and to your future employer.

You're a graduate of the [name of unit], which is nationally accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC). Only about 25 percent of programs across the country are accredited.

**What does being accredited mean?** A team of professionals and academics comes to our campus and talks to faculty, students and administrators. They look through our files, read our syllabi, tour our facilities, really dig into all aspects of our curriculum to ensure we teach important professional values and competencies. When we say, “we’re an accredited program,” that’s saying we have the seal of approval from ACEJMC.

**What does hiring someone from an accredited program mean to an employer?** Your boss will be hiring someone with deep training in the fundamentals of good journalism including intense skills instruction as well as a broadly based liberal arts experience. In short, the company will be hiring someone who is ready to take on the professional world in news or strategic communications – but also ready to excel in the world at large.

**What does this mean to you?** As a graduate you can set yourself apart from other prospective candidates by putting on your resume that you’re a graduate from a Nationally Accredited program. Here’s an example:

**[University] • [City] • [Graduation month and year] [Department or School/College] • Nationally Accredited [Degree] • [Sequence/major] • [Minor, if applicable]**

[Additional clarification, if there are different ways to list your major. An example follows.] For “News” you might be more specific and say Broadcast Journalism or Photojournalism. Of course, you may also have a different minor. If you’re a “Strategic Communications” major, you might specify advertising or public relations.

We know that you’ll thrive in your future endeavors, and we’ll be proud to call you one of our [area, e.g. Journalism] alumni.

Best wishes,

[Name, Ph.D.] [Title]