Dear [Professor’s Name],

I would like to attend POWERGEN International®, taking place February 11-13, 2025 in Dallas, TX. POWERGEN is the leading event for power generation professionals – as an engineering student I qualify to be a part of a free dedicated program for students to break into the industry.

Over the course of four days, I’ll be able to attend educational sessions and courses surrounding industry developments and challenges, meet with job recruiters, network with leaders within the power generation field, and gain valuable career advice through free workshops.

As part of my attendance, I’ll gain access to:

* All three days of the conference including pre-conference workshops and the full conference program with an earned certificate of completion at the end of the event
* A floor tour to become better acquainted with key suppliers
* Free participation in a resume/career workshop
* Networking opportunities with job recruiters specifically interested in hiring engineering students
* I am seeking approval for excused absences during the course of the conference.

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| --- | --- |
| Days off: |  |

When I return, I can present my certificate of completion. Thank you in advance for your consideration.

Sincerely,

<<Your Name>>