

CHARLOTTESVILLE COMMUNITY JOB FAIR

Dear Employer,

We cordially invite you to participate in the **2012 Charlottesville Community Spring Job Fair** on **Wednesday, April 25, 2012**. The event will be held from **10:00am to 3:00pm** at **John Paul Jones Arena** in Charlottesville.

Approximately 1,500 job seekers and 70 exhibitors participated in the fall job fair, and we anticipate that turnout will be just as great or greater this spring. This gives your company the opportunity to connect with a large number of job applicants quickly and inexpensively, and it allows you to network with other employers from various industries and promote your company in a large public forum.

To ensure that your company has access to the most qualified job candidates, pre-fair and onsite workshops on topics such as résumé writing and interviewing will be offered by job fair partners to job seekers. Additionally, a resource room will be available to job seekers onsite the day of the event to make certain that they are adequately prepared to meet with potential employers.

The registration fee for the job fair is \$155 if registration and payment are received by **Friday, March 9th** and \$180 thereafter. This includes an 8'x8' pipe and drape booth display on the arena floor, one 6'x2' table with fabric skirting, two chairs, electricity, continental breakfast and a boxed lunch for two company representatives, interview space, and parking. We will also include your company's information and open positions on the job fair website.

We are also once again offering **Gold and Silver Level Sponsorships** that provide exclusive marketing opportunities for participating employers. For details on each level, please see the attached registration form, which can be mailed, faxed, emailed, or completed online at <https://www.charlottesville.org/index.aspx?recordid=204&page=454>. Forms of payment accepted include check, Visa, MasterCard, or Discover. Payment information can be found on the registration form.

For those agreeing to participate in the job fair, an email will be sent to you one week before the event, which will include a schedule, directions and parking and unloading instructions, and other details about the event. If you have questions or need information prior to this time, please contact Hollie Lee at (434) 970-3117.

Thank you for supporting our efforts to bring community members in need of employment together with local businesses in need of qualified employees!

Sincerely,
The Charlottesville Community Job Fair Committee

