DATE:

Dear: Employer

Rockford Career College cordially invites you to participate in our annual Career & Internship Fair on Wednesday, May 2, 2018, from 2:00 p.m. to 4:00 p.m., at Rockford Career College, 1130 S Alpine Rd #100, Rockford, IL 61108. This event will host numerous employers/agencies to promote their part time jobs, internships, and career opportunities to our students and alumni in a variety of fields, including Animal Sciences, Business, Legal, Medical, Online, and Skilled trades. Please refer to the following itinerary to plan your participation for this fair:

* 1:00 a.m. - 2:00 a.m. -- Recruiter sign-in and booth set-up
* 2:00a.m. - 4:00 p.m. -- Open fair format for student traffic and interviewing
* 4:00 p.m. - 5:00 p.m. -- Luncheon for employers

There is no employer registration fee, for all employers participating in the job fair, the College will provide you a space for a booth, lunch and an area where you could do on-site interviews. The objective of this fair is to increase employment opportunities for our students and to provide recruiters with a strong candidate pool, for available current and future positions. Please feel free to bring handouts, and employment applications from your profession that would be helpful for potential applicants in their career search process or give them web addresses to look up later.

Rockford Career College welcomes you as one of the recruiters and we will make sure, your need for skilled professionals will be fulfilled. Also we would like to enrich our relationship through the platform of career guidance and industrial interface for our student’s benefits. Please feel free to contact me if you have any additional questions. We look forward to seeing you on May 2nd.

To RSVP complete informational section below and email back.

If you have questions, please feel free to contact me

Sincerely,

Elliott Reasoner

Director of Career Services

Office: 815-967-7314

Email Ereasoner@Rockfordcareercollege.edu.

Employer Information Section

Name of Business/ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Available Position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated start date for hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_