



Career Services • 211 Hagestad Hall • (715) 425-3572 • Fax (715) 425-3573 • www.uwrf.edu/ccs

July 1, 2008

Dear Representative:

The University of Wisconsin-River Falls (UWRF) cordially invites you to the 17th Annual All-Campus Career Fair on Wednesday, October 15, 2008 from 10:00 a.m. to 3:00 p.m. in the University Center Riverview Ballroom. In 2007, the UWRF Career Fair attracted 100 companies seeking full-time employees and interns, and 1,100 student attendees. The UWRF Career Fair is also an excellent opportunity for organizations to inform UWRF students, faculty and staff about their company.

UWRF has a reputation for quality academic programs, a 19:1 student-to-faculty ratio, and internship coordination within each college. UWRF Career Services provides comprehensive career services and resources for its students, and provides a host of free recruitment services for employers.

For recruiters attending the UWRF Career Fair, there is a \$175 early registration fee until August 31st, and a \$200 registration fee starting September 1st. Registration includes one booth with a table for displays, electrical power, free parking for one vehicle, one free lunch, and free refreshments throughout the day.

To register, please visit www.uwrf.edu/ccs/events/career_fair/registration.htm

If you choose to register by mail, please visit the above web page and scroll to the "Register By Fax or Mail" part of the page. When you register, you may add additional representatives attending, select meals for yourself and the additional representatives, request electrical power for your booth, and choose to be a sponsor of the Career Fair. There is also an organization profile form for all registered participants to fill out so their organization is included in the Career Fair Employer Profile Book which is given out to all fair attendees.

If your organization would like to become a Career Fair Sponsor, an advertisement will appear in the Career Fair Employer Profile Book, on the Career Fair Web site with a link to your company web site, and in other publications distributed prior to the Fair. Your sponsorship funds special marketing promotions for the Career Fair, and assists in funding the Career Fair Coordinator Intern position.

Reservations for the 2008 UWRF Career Fair are on a first come, first serve basis. We have invited more than 4,500 organizations to participate, and have a maximum capacity of 100 booths. With this in mind, we strongly suggest that you register as early as possible to secure a booth.

If you have any additional questions, please feel free to contact me by e-mail at cfcoordinator@uwrf.edu or by telephone at (715) 425-3572. To receive more information on me please visit http://www.uwrf.edu/ccs/events/career_fair/cf_intern_page.htm where you may view my profile and résumé on the Career Fair web site.

Sincerely,

Caitlin Conley
Career Fair Coordinator