



CARL SANDBURG COLLEGE™

Office of Career Development

Dear Employer Representative:

The Career Expo is back in full force! Carl Sandburg College is pleased to invite your organization to reserve a table at our Career Expo on **Wednesday, April 5, 2023 from 11 a.m. to 1 p.m.**

The Expo offers employers the following benefits:

- Access to a pool of candidates for current and future hiring needs
- Ability to increase your company's visibility on campus and in the community
- Opportunity to speak to candidates about internships or advanced training opportunities

You are encouraged to bring any table top or floor displays, company literature, and/or giveaways to the expo. There is no cost to participate in this event and we will provide your organization with an eight-foot table and two chairs. If additional chairs are needed, please note on your registration form. Electrical outlets will not be available in the gymnasium and table skirts are not provided.

To acknowledge your participation, please complete and return the enclosed registration form no later than Wednesday, March 1, 2023 to reserve your space so a work order may be submitted for table set up. Completed registration forms may be emailed to tengstrom@sandburg.edu or faxed to 309.344.1395. A confirmation letter, with a campus map and parking information (if needed), will be emailed to you after your reservation is received.

Your support and interest in Carl Sandburg College is greatly appreciated. We look forward to hearing from you and will be happy to answer any questions regarding the Career Expo. Please contact me via e-mail: tengstrom@sandburg.edu or by phone at 309.341.5246 if I can be of assistance.

Sincerely,

Coordinator of Career Development