

December 5, 2008

Dear Colleague,

The Recreation Parks & Leisure Service Department will hold our 35th annual

SUMMER JOB FAIR on Wednesday, February 18, 2009
11:00am-3:00pm

at the University Center's Rotunda Rooms (*same as past years*) to recruit CMU students for your seasonal positions. This year we are also encouraging those companies & agencies who want to recruit interns to attend as well. If your site would like to promote internship opportunities, seasonal employment positions, or both, then our 2009 Summer Job Fair will be the perfect fit!

You may apply on-line at
<http://rpl.cmich.edu/cls/summerjobfair.htm>

The \$75.00 registration fee (*check or money order made payable to CMU*) must be returned no later than **February 2, 2009. We suggest you **bring** employment applications, promotional items, or whatever materials you need to assist in your recruitment process. **Reservations will be taken on a "first come, first serve" basis; over-capacity registrations will be placed in adjacent rooms to the main area.****

The **\$75.00 registration fee is non-refundable**. This fee helps defray the expenses associated with the *Summer Job Fair*. **For processing purposes please identify the name of your facility in the memo column of your check or money order.**

Facility representatives will be responsible for their own lunch costs. Light refreshments and snacks will be provided. There's no cost for parking on campus as long as you park in the lot reserved for our Job Fair representatives -- we will **furnish a parking permit and parking map with the confirmation letter we send after you submit your registration.**

An added highlight this year will be the opportunity to discuss future intern/internship opportunities with CMU staff from the recreation department. This will occur immediately following the end of the Job Fair from 3:00-3:30pm. Discussions will include:

- What CMU interns can do for you?
- How best to recruit interns after the Job Fair is over.
- How to become a possible internship site if you currently are not on our list?

In addition to our own advertising of the event on campus, some companies & agencies have wanted to do their own individual advertising along with our promotional efforts. Therefore; you may want to consider advertising in our campus newspaper to announce your attendance at the *Summer Job Fair*, and publicize your summer employment needs. **Questions concerning advertising** types, sizes, and costs should be **directed to Carly Schafer at CM Life by calling (989) 774-2792**, by email (*to her attention in the subject line*) at advertising@cm-life.com, or check CM Life's website for detailed information at www.cm-life.com

Please contact us at (989) 774-3984 if you have any questions. Detailed information such as CMU and City of Mount Pleasant maps and lodging accommodations are also available on our website when registering.

We look forward to working with you in recruiting CMU students for your 2009 intern and seasonal summer employment opportunities. Hope to see you at our **SUMMER JOB FAIR on February 18, 2009!**

Sincerely,

Dean

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Enclosure

