May 12, 2008

Dear Career Fair Participant:

The Career and Program Services at Bethune-Cookman University will host its Annual Career Fair on Wednesday, January 28, 2009. The purpose of the event is to provide an opportunity for students, alumni, faculty, and staff members to meet with representatives from the public and private sectors to discuss career opportunities. You are invited to participate.

A nominal registration fee of two hundred dollars ($200.00) is required for each participating representative (1 or 2 persons) and fifty dollars ($50.00) for each additional representative. Please bring information that can be displayed and distributed among students, alumni, faculty, and staff members. For your convenience, 4’x8’, tables will be provided for your materials and/or display. Electrical outlets will be made available if requested on the enclosed registration form. Extension cords, audio visual or other equipment needed for the display, will be the responsibility of the participating institution. In addition, if you are interested in conducting an informational session prior to the Career Fair Day, please let me know so that accommodations can be provided.

The Career Fair is held on Wednesday, January 28, 2009 from 10:00 AM to 3:00 PM in the Moore Gymnasium. Registration and continental breakfast will begin at 8:30 AM. Lunch will be provided and is scheduled for 12:00 noon.

If you would like to reserve a room, there are junior suites available at $99.00/ nightly at the Hilton Garden Inn Daytona Beach International Airport. To reserve a room, call (386)-944-4000. Room reservations deadline is Wednesday, January 7, 2009. Please visit www.mapquest.com for directions to the campus.

If you have any questions or concerns, please feel free to contact me at (386) 481-2167 or fax the enclosed confirmation form to (386) 481-2139.

Please complete the enclosed registration form and return by January 21, 2009 to:

Lola C. Young, Career and Program Services Counselor
Email Address: youngl@cookman.edu
Bethune-Cookman University
Career Placement and Counseling Center
640 Mary McLeod Bethune Blvd.
Daytona Beach, Florida 32114-3099

Sincerely Yours,

Lola C. Young
Career and Program Services Counselor
INSTITUTION:____________________________________________________________
Department/Institution:_____________________________________________________
Contact Name:__________________________ Title:______________________________
Mailing Address:_____________________________________________________________
City:__________________________ State:_________ Zip Code:_______________________
Telephone: (____)_________________________ Fax:(____)__________________________

PARTICIPATING REPRESENTATIVES:

_________________________________________ ________________________________
Name ________________________________ Title/Email ________________________________

_________________________________________ ________________________________
Name ________________________________ Title/Email ________________________________

_____ Enclosed check or purchase order for $200.00
_____ Check under separate cover
_____ We will not be able to attend this year, please consider for next year.

Please make check payable to: Career/ Professional School Fair
Bethune-Cookman University (TAX ID #59-0704726)
Or
All major credit cards accepted, please contact Cashier’s Office at (386) 481-2289

Please Complete and Return by January 21, 2009 to:

Lola C. Young, Career and Program Services Counselor
Career and Program Services
Bethune-Cookman University
640 Mary McLeod Bethune Blvd.
Daytona Beach, Florida 32114-3099
Email Address:youngl@cookman.edu (386) 481-2167 or (386) 481-2139 Fax