August 25, 2010

Dear Career Fair Participant:

The Office of Career and Program Services at Bethune-Cookman University will host its Annual Career Fair Day on Wednesday, February 2, 2011. 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 three hundred dollars ($300.00) 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, February 2, 2011 from 10:00 AM to 3:00 PM in the Center for Civic Engagement, 740 West International Speedway Blvd., Daytona Beach, Florida 32114. 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 $78.00/ nightly at the Marriott Courtyard, 1605 Richard Petty Blvd., Daytona Beach, Florida 32114. To reserve a room, call (386) 255-3388. Room reservations deadline is Sunday, January 30, 2011. 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 31, 2011 to:

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

Sincerely Yours,

Lola C. Young
Career and Program Services Counselor
INSTITUTION: ________________________________

Department: ________________________________

Contact Name: ______________ Title: ______________

Mailing Address: ______________________________

City: __________________ State: _______ Zip Code: _______

Telephone: (_____)________________ Fax: (____)

Email Address: ________________________________

PARTICIPATING REPRESENTATIVES:

Name __________________________ Title __________________________

Email __________________________

Name __________________________ Title __________________________

Email __________________________

(Please mark an X below)

_____ Enclosed check or purchase order for $300.00

_____ Check under separate cover or forthcoming

_____ Unable to attend this year, please consider for next year 2012

_____ Request for electrical outlet

Please make check payable to: Career/Professional School Fair
Bethune-Cookman University (TAX ID #59-0704726)

Or

All major credit cards accepted and please contact Cashier’s Office for payment at (386) 481-2289

Please Complete and Return on or by January 31, 2011 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