

Name _____ Period _____ Date _____

Sample Invitation Letter

Name of job fair coordinator for career fair expo

Name of school

Name of career fair expo—date

Name of school

Address

City, state, zip code

Date

Dear _____:

The purpose of this letter is to invite you and your organization, _____, as a public service, to our (name of career fair expo) from _____ a.m. until _____ p.m. on (date).

We are seeking employers and businesses that are currently looking to fill seasonal positions with individuals of relevant work experience to participate in the (name of school) career fair expo called (name of career fair expo), to be held at the (name of the site for the career fair expo). Our goal is to provide a career fair to help our students and the community.

On behalf of (name of school), we thank you for considering this request. We will follow up with a telephone call next week to determine whether you wish to participate in this event. Once participation is confirmed, a packet containing further information about the event will be sent to you.

In the short-term, if you have any questions or need further clarification, please do not hesitate to contact me by phone at xxx-xxx-xxxx or by e-mail at (e-mail address).

Sincerely,

(Name)

Career Fair Expo Coordinator, (name of school)