NEW MEXICO HIGHLANDS UNIVERSITY

January 31, 2013

Dear Employer/Organization:

New Mexico Highlands University cordially invites you to participate in our annual Spring Career Fair on **Thursday, April 25, 2013**, 10 a.m. to 2:30 p.m., at the NMHU Student Center Ballroom, 903 Baca Ave., Las Vegas, NM.

This event will host a variety of organizations/agencies promoting their summer jobs, internships, career opportunities and graduate school programs to students and alumni in a variety of fields, including **education, business, sciences, social work, behavioral sciences, and liberal arts**. If you are specifically recruiting education majors, we have conveniently coordinated our fair date with other educator job fairs at regional universities in a circuit schedule (UNM April 24; NMSU April 22-23; UTEP April 19).

Please refer to the following itinerary to plan your participation for this fair:

- **9 a.m. - 10:00 a.m.** Recruiter sign-in and booth set-up
- **10 a.m. - 2:30 p.m.** Open fair format for student traffic and interviewing
- **12 p.m. - 1 p.m.** Employer Luncheon (buffet)

To participate, please complete the attached registration form - send it to the address or fax as listed on the form, or email to careerservices@nmhu.edu. A prompt response will ensure you a booth reservation and maximum publicity of your participation.

The employer registration fee will be $100. Both your registration form and payment must be received in our office by **Friday, March 15, 2013**, unless special arrangements have been made in advance.

- Fee includes: a 6' table, two chairs, morning refreshments and luncheon for two (2) recruiters.
- An additional table charge is $50 and an additional recruiter charge is $10 each.
- Payment by check, PO, Visa/MC is accepted. Please call my office at (505) 454-3048 to pay by credit card upon our receipt of your registration form.
- Upon receipt of your registration, you will receive an email confirmation, to include directions.
- Due to processing costs, there will be no refunds for cancellations.

We look forward to hosting you on our campus for the Spring Career Fair 2013. If you have any questions, please contact our office at (505) 454-3048 or careerservices@nmhu.edu.

Sincerely,

Ron Garcia, MA
Director of Career Services

Career Services Center
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