



July 19, 2017

Dear Employer/Agency:

We cordially invite you to participate in our annual Career & Internship Fair on **Thursday, November 2, 2017**, 10 a.m. to 2:30 p.m., at the NMHU Student Union Ballroom, 800 National Avenue, Las Vegas, NM.

Our event will host numerous corporate, government and nonprofit agencies to promote their summer jobs, internships, career opportunities and graduate school programs to our students and alumni in a variety of fields, including **business, sciences, social work, behavioral sciences, media arts and liberal arts**.

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

- **8:30 AM to 10 AM:** Recruiter check-in, booth set-up, coffee and snacks
- **10 AM to 2:30 PM:** Open to student/alumni walk-in traffic
- **Noon to 1 PM:** Buffet luncheon for employers

Please complete the **attached registration form** and return it to our mailing address or fax (listed below), or email careerservices@nmhu.edu. The registration form is also available on our webpage at www.nmhu.edu/employers. A prompt response will ensure you a booth reservation and maximum publicity of your participation.

The employer registration fee will be \$50 (due to processing costs, there will be no refunds for cancellations). Both your registration form and payment must be received in our office by **Monday, October 16, 2017**, unless special arrangements have been made in advance with our office.

- Fee includes a 6' table, two chairs, refreshments, and lunch for two (2) recruiters.
- An additional table charge is \$25, and an additional recruiter fee is \$10 each.
- Payment by check, purchase order, Visa/Master Card 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 and directions.

Please view the campus map (PDF) at <http://www.nmhu.edu/campus-tour/visit-nmhu>. Convenient parking and access to the Student Union Ballroom (building #16) is available through the Columbia Street entrance. A list of hotels can be found on the Las Vegas Chamber of Commerce website, <https://www.lasvegasnewmexico.com/lodging>.

We look forward to hosting you on our campus for our Career & Internship Fair 2017. If you have any questions, please contact our office at (505) 454-3048 or careerservices@nmhu.edu.

Sincerely,

Ron Garcia, MA
Director

Career Services Center, www.nmhu.edu/careerservices
New Mexico Highlands University, Box 9000, Las Vegas, NM 87701
(505) 454-3048 • Fax (505) 454-3469 • email: careerservices@nmhu.edu