



August 19, 2009

Re: UH Hilo Fall 2009 Job & Graduate School Fair

Aloha:

I invite you to send recruiters to the University of Hawaii at Hilo's Fall Semester 2009 *Job & Graduate School Fair*. This recruiting event is open to employers from all industries and agencies that are seeking university graduates or interns, and to graduate & professional schools seeking applicants. Do not miss this opportunity:

UH Hilo Fall 2009 Job & Graduate School Fair

When: Monday, October 19, 2009 from 10:00 a.m. to 2:00 p.m.
Where: University of Hawaii at Hilo (*Mo'okini Library Lanai*)
200 W. Kawili Street
Hilo, Hawaii 96720

Please return the attached registration form and your payment to the UH Hilo Career Center promptly. This will reserve your space, and advise us of any special equipment needs that you may have. **We are offering an "Early Bird" Registration Fee of \$60 for payments received by Friday, September 18, 2009.** After September 18th, the Registration Fee will be \$75 per table. The final day to register is Friday, October 9, 2009. Registration fees include your recruiting table, morning beverage service, lunch vouchers for two recruiters, and parking reimbursement for one vehicle.

Four "high visibility" tables are available for \$100 each. Please contact us prior to submitting payment for these tables to ensure availability.

Registration fees may be paid by check, government purchase order, or corporate or government credit card. If paying by credit card, you may fax your completed registration & credit card forms to us at (808) 974-7689.

If you would like to advertise your job fair participation in our student newspaper, "*Ke Kalahea*", please contact their advertising manager by email at kalahea@hawaii.edu or phone (808) 974-7504. *Ke Kalahea's* FAX number is: (808) 974-7782.

Our Job & Graduate School Fair has been coordinated with universities on the island of O'ahu to enable our mainland employers to make maximum effective use of their travel dollars. I have included a **Recruit Hawaii Week** schedule as an enclosure to this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Norman S. Stahl".

Norman S. Stahl, Ph.D.
Director

Enclosures:

Registration & Credit Card Forms
Recruit Hawaii Week Schedule