February 27, 2008

Dear Local Employer:

You are cordially invited to Roane State Community College’s 2008 Job Fair for our AAS graduates. The event will be held at the Double Tree Hotel in Oak Ridge, TN on Friday, April 18th, 2008 from 1-5:00 p.m. with set-up time being noon until 1:00. This collaborative effort between the Placement Office and the multiple Career Preparation Programs hopes to connect these students graduating in May or August with area employers who have vacancies to be filled. Students from the following areas are being invited to meet with you:

- Business Management
  - Accounting Option
  - Business Administration Option
  - Business Management Option
- Computer Science Option
  - Database Management
  - Networking
  - Programming
  - Webmaster
- Office Administration
- Contemporary Management
- Criminal Justice
- Early Childhood Education
- Environmental Health Technology
- General Technology
- Geographic Information Systems
- Paralegal Studies
- Technical Communications

If you are not the person in charge of hiring, please get this information in that person’s hands. There is no registration fee for this event but to insure that we have space available, please pre-register by April 1st. You may return the enclosed registration form by fax, mail, or register on line by April 1st.

Our web registration is at http://www.roanestate.edu/webfolders/harriskb/fairs/ereserve.html. If you have questions or need assistance with your exhibit, please do not hesitate to contact me at 882-4695 or e-mail harriskb@roanestate.edu. You may want to bring a small give-away so that you can collect names with addresses and phone numbers through your registration forms. We look forward to your participation.

Sincerely,

Kim Harris
Workforce Coordinator

Roane State Community College
AAS Degrees Job Fair
April 18, 2008

Reservation Form

Representative(s): ____________________________________________________________
(Include Email Addresses)

Company: ________________________________________________________________

Address: __________________________________________________________________

Telephone: ____________________________  Fax: _____________________________

Company Web Address: __________________________________________________________________

Please return by April 1, 2008 to: Kim Harris, Workforce Coordinator
Roane State Community College
276 Patton Lane
Harriman, TN 37748-5011
Phone: 865-882-4695
Fax: 865-882-4639
E-mail: harriskb@roanestate.edu

You may also register through our web site: http://www.roanestate.edu/webfolders/harriskb/fairs/ereserve.html