

# Job Fair Exhibitor Application

Date: [Insert Date]

To: [Organizing Committee/Job Fair Coordinator]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

## **Subject: Job Fair Exhibitor Application**

Dear [Job Fair Coordinator's Name],

I hope this message finds you well. I am writing to submit our application to be an exhibitor at the upcoming [Name of Job Fair] scheduled for [Date of Job Fair] at [Location]. Our company, [Your Company Name], is dedicated to [briefly describe what your company does and its mission].

We are excited about the opportunity to connect with job seekers and showcase the employment opportunities available at our organization. We believe that participating in this fair will allow us to find talented individuals who align with our values and goals.

Please find attached the required documents, including our company profile, booth requirements, and any applicable registration fees.

Thank you for considering our application. We look forward to the possibility of being involved in this fantastic event. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]