

Application for Exhibitor Space at the University Career Fair

Date: [Insert Date]

To: [Career Services Office/Name of the Coordinator]

[University Name]

[University Address]

Dear [Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are keenly interested in participating as an exhibitor at the upcoming University Career Fair on [Event Date].

Our organization [briefly describe the organization and its mission, focusing on how it relates to students and employment opportunities]. We believe that our presence at the career fair will greatly benefit the students seeking career opportunities in [specific field or industry].

We would like to request an exhibitor space to connect with students, share information about our available positions, and provide valuable resources for their career development. Please let us know the requirements needed to secure our participation, including any associated fees or paperwork.

Thank you for considering our application. We look forward to the opportunity to engage with the talented students at [University Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]