

Letter of Intent to Participate in University Career Fair

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Career Fair Coordinator's Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Career Fair Coordinator's Name],

I am writing to express my intent to participate in the upcoming university career fair scheduled for [insert date]. As a [Your Year, e.g., junior] pursuing a degree in [Your Major] at [Your University], I believe this event presents an invaluable opportunity for me to connect with potential employers and explore career opportunities within my field.

My interest in [specific industries or companies you are targeting] drives my eagerness to participate in this career fair. I am particularly excited about engaging with representatives from [specific companies or organizations], as I believe my skills in [mention relevant skills or experiences] align well with their needs.

Please let me know if there are any specific registration requirements or further information needed from my side. I look forward to an enriching experience at the career fair and hope to contribute to its success.

Thank you for your attention, and I look forward to your confirmation.

Sincerely,

[Your Name]