**EMAILS FROM THE SCHOOL BEFORE THE VIRTUAL EVENT**

**Template 1: Career Fair Announcement + Save the Date**

**To: Employers**

Subject: Save the Date! (Career Fair Name) on (insert Date)!

Hi (Employer name),

Our (Career Fair Name) will be held virtually on (Insert Date and Time)!

We are excited to host the fair with GradLeaders all-new Virtual Career Fair platform. Upgrades include the ability for organizations to:

* Create your own company-branded booths with logo, jobs, internships, and more
* Select from fixed timeslots or open queues for students
* Post open opportunities for career fair participants
* Invite one or multiple candidates in to the “booth”
* Review resumes before admitting candidates to the virtual booth
* Capture notes or shortlist candidates any time during the career fair
* Quickly “end queue" to “close booth” but notify candidates they can still drop resume
* Generate resume books following the event including resume drops, scheduled timeslots, or queued booth visitors

This new virtual recruiting tool will arm you with all the tools you need to advertise, evaluate, and connect with right-fit candidates.

We look forward to connecting you with our talented students!

Mark your calendars now! (insert Date)

Stay tuned for more information or feel free to contact us at any time.