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

**Template 2: Career Fair Registration & Tips to Prepare**

**To: Students**

Subject: Register today! Find your dream job at (Career Fair Name)!

Hi (Student Name),

 (School name) is excited to announce that our (insert Career Fair Name) will be held virtually on (Date), from (Time Range). This virtual career fair will be hosted with GradLeaders and registration is now open!

Register here: (Link)

Career fairs are a great way to get your foot in the door with companies of interest and to learn about potential career paths. As you begin a new semester, we look forward to connecting you with some of our most valued employer partners. Through the GradLeaders platform, you will have the opportunity to learn about internship and job opportunities, attend information sessions, speak to recruiters and employers through live video meetings, and submit your resume to your favorite companies.

(insert Career Fair Name)

• Purpose: (insert types of students and companies that should attend)

• When: (insert date and time)

• Where: Online virtual platform - join from anywhere on computer or mobile device!

• Cost: FREE!

• Deadline: (insert)

• Details and Registration: (insert link)

Need help?

Watch these quick how to videos:

1. Prepare for Event: <https://youtu.be/-8pkCPXaR-w>
2. Companies, Jobs, and Signups Prior to Start of Event: <https://youtu.be/xWF-CsP3qus>
3. Queue, Sign Up & Meet During the Event: <https://youtu.be/PIYnCWawhSY>

Download the student user guide here: <https://gradleaders.com/webfiles/GradLeaders-Connect-Candidate-User-Manual.pdf>

And as always, let us know if there is anything we can do to help you find your dream job!

Sincerely,