**EMAILS FROM THE SCHOOL DAY OF THE VIRTUAL EVENT**

**Template 4: How to Get the Most out of Today**

**To: Students**

Subject: Today is the Day! (Career Fair Name)

Hi (Student Name),

The (Career Fair Name) begins in just a few hours!

Virtual career fairs are the perfect opportunity to showcase your skills and experiences, inform employers of your interest in their open positions, and network with new companies. We anticipate a total of (insert number of employer attendees) of whom you’ll have the chance to connect with!

Before the virtual career fair begins, we recommend that you login early on your laptop or mobile device and test your browser, audio, and video connection. If you have any questions or concerns our career center will have a booth available to assist you at any time.

Login here: (link to career fair site)

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 don’t forget you can connect with us during the event at any time by visiting the CSO Booth!

We look forward to (virtually) seeing you there!

Best,