August 6, 2015

Dear Agency Representative:

The School of Criminal Justice at Michigan State University would like to extend an invitation to your organization to attend the 2016 Criminal Justice Career Fair on Wednesday, February 10, 2016, 5:00 – 8:00 p.m. At last year’s event there were approximately 75 local, state and Federal agencies that participated, and an estimated 700 students and alumni from around the state who attended. As always, there is no registration charge for your involvement, other than getting your people here to campus. This year we will again be providing one parking pass for each agency to park in the Kellogg Center Parking Deck. The pass will be provided to you at the Career Fair. It is recommended that you register immediately, as space is limited and we expect to be at capacity again this year.

Agencies have participated in the Criminal Justice Career Fair in a variety of ways, for the benefit of both employers and students.

- Agencies make alumni/representatives available during the career fair to distribute pamphlets, provide hiring and internship information, and to collect resumes from prospective applicants.
- Many organizations will attend to enhance public relations, while assisting students with exploring possible career options within the Criminal Justice field.
- An interview room will be available for any agency that wishes to pull a candidate to the side for an immediate/improptu interview for any vacancies they may be trying to fill.

If your agency is unable to attend, but would still like information made available, materials can be sent to the Career Fair Committee, c/o Tim Homberg, 655 Auditorium Road, 130 Baker Hall, East Lansing, MI 48824. It will be placed at a free-will pick up booth.


Space is limited and booths will be assigned on a first come, first served basis. If you have any questions, call Tim Homberg at 517.432.3197 or e-mail him at hombergt@msu.edu for assistance.

We look forward to another successful Criminal Justice Career Fair and we hope to see you and your agency in February. Confirmation of your registration will be sent to you shortly after you register.

Sincerely,

Tim Homberg
Career Development Coordinator