

# MICHIGAN STATE UNIVERSITY

Dear Agency Representative:

School of Criminal Justice at Michigan State University would like to extend an invitation to your organization to attend the 2012 Criminal Justice Career Fair on Tuesday, February 7, 2012, 5:00 – 8:00 p.m. At last year's event there were over 80 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 charge for your involvement, other than getting your people here to campus and a NOMINAL PARKING FEE (under \$10.00) charged by the Conference Center. 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 have 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.
- Student organizers schedule mock interviews in conjunction with the career fair. Practitioners are needed to serve as interviewers and to provide immediate feedback on verbal and written communication skills.



## School of Criminal Justice

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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, 130 Baker Hall, East Lansing, MI 48824. It will be placed at a free-will pick up booth.

Please respond by January 20, 2012, by registering on-line at: <http://www.cj.msu.edu/~career/cfrsvp.html>. Space is limited and booths will be assigned on a first come, first served basis. If you have any questions, call Mary Lee VanderMoere at 517-355-2322 or e-mail [vander11@msu.edu](mailto:vander11@msu.edu) for assistance.

We look forward to another successful Criminal Justice Career Fair and we hope to see you in February. Confirmation materials will be mailed to participants in early January 2012.

Sincerely,

Tim Homberg  
Career Development Coordinator

TH:ml