



Atlanta Metropolitan State College
1630 Metropolitan Parkway, SW
Atlanta, Georgia 30310

Department of Counseling, Career, and Accessibility Services

Dear Representative,

Career Services at Atlanta Metropolitan State College (AMSC) would like to invite your department/company to our fall 2020 Virtual Career Fair. This event will take place **November 10th, 2020 via Microsoft Teams**. The purpose of the career event is to connect students with employment opportunities and prepare students for job readiness. Students will be responsible for bringing electronic copies of their resumes and portfolios to share with prospective employers.

We desire your participation in this upcoming job fair. If you desire to attend, please complete the enclosed registration form and email to:

Attention: Desiree Richardson (drichardson@atlm.edu)

The career event is scheduled **to begin at 10:00 AM and will last until 1:00 PM**. For this virtual career fair, **each employer** will be given a **10-15-minute time slot (at employer's discretion)** to discuss their workplace and what it has to offer via Microsoft Teams. We will have a **PowerPoint slide** specifically designated for each employer while they are speaking during their time slot. Each PowerPoint slide will include information such as **positions available, services offered, the mission or purpose of your company, a link to the facility's website (if available), and any other important information regarding your workplace**. Upon completion of the registration form, a confirmation email will be sent with the selected time slot and link to the Microsoft Teams conference.

We look forward to your participation and assisting our students in expanding their career potential. We are excited about the upcoming job fair and look forward to working with you on **November 10th**. We appreciate the value that your company's participation will bring in helping to make a difference in the lives of our students.



Virtual Career Fair Registration Form
November 10th, 2020 10:00 AM – 1:00 PM
via Microsoft Teams

Company Information

Date: _____

Employer Name: _____

Mailing Address: _____

Contact Person & Number: _____

Email Address: _____

PowerPoint Slide Information

Company Website: _____

Company Description/Mission: _____

Positions Available: _____

Services Offered: _____

Other Important Information: _____

Please PRINT Names

Attendee Name (1): _____

Attendee Name (2): _____

Attendee Name (3): _____

Targeted Major(s)

For all other accommodations please specify:

**Atlanta Metropolitan State College, Department of Counseling, Career, and Accessibility Services, Student
Success Center Building 650, Room 252,**

1630 Metropolitan Parkway SW, Atlanta, Ga 30310, Telephone 404-756-4016.