

September 21, 2022

To Whom It May Concern,

This letter certifies that Rithika Ronad served as a volunteer for the UTA Fall 2022 All Majors Job & Internship Fair at the Maverick Activities Center (MAC) on Wednesday, September 21, 2022.

Volunteer shifts were available in one and a half hour increments between the hours of 10:00 am & 4:30 pm. During their chosen volunteer hour(s), this volunteer had the opportunity to lend a much needed helping hand in various job fair assignments which included, but were not limited to:

- Setting up employer tables/booths and organizing the distribution to employer packages to their tables/booths
- Escorting employers to their tables/booths as well as tending to employer needs and requests
- General clean up and recycling of bottles and paper during the event
- Greeting UTA students and alumni as they enter the event
- Assisting students and alumni in registration process to attend the event
- Handing out literature on future events and employer handouts
- Additional unassigned duties, dependent upon on need

Not only did volunteers gain an understanding of the work that goes into organizing and managing the All Majors Job & Internship Fair, but they were also able to exhibit the following career competencies (as outlined by the National Association of Colleges and Employers (NACE)):

- Build collaborative relationships with colleagues and customers;
- Demonstrate personal accountability and effective work habits, such as punctuality, working productively with others, and time management;
- Ability to take initiative and exhibit leadership skills; and
- Demonstrate their interpersonal and customer service skills.

The UTA Career Development Center sincerely appreciates the assistance of the many volunteers who helped make this event a great success! If you have any additional questions, please feel free to contact us.

Warm regards,

*Madeline Yzaguirre*

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Administrative Services Officer

UTA Career Development Center