January 4, 2017

Craig Goldsmith

Vice President, Human Resources

Hartnett Industries

526 N. Franklin Road

Baltimore, MD 21201

Dear Mr. Goldsmith,

Thanks for your participation in the 2016 Collegiate Job Fair. We were pleased to have representatives from your company at the fair, and I hope you found many qualified job applicants.

We’ve recently scheduled our job fairs for 2017. You may not be aware that we offer several other job fairs, including the Greater Baltimore Job Fair and several industry-specific job fairs. Please consider attending as many job fairs as would meet your recruiting needs. Those companies that participate in more than one event per year will receive a ten percent discount on registration fees. I’ve included a list of the fairs we have scheduled so far for 2017, including dates and contact information for each.

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| Job Fair | Date | Contact | Phone Number |
| Greater Baltimore Job Fair | June 8-10 | Sharon Reynolds | (410) 555-0094 |
| Collegiate Job Fair | May 19-20 | Jude Guernsey | (410) 555-0098 |
| Non-profit Job Fair | March 10-11 | Maria Simmons | (410) 555-0094 |
| Health Care Job Fair | March 22 | Lance Greenwald | (410) 555-0110 |
| Education Job Fair | April 19 | Kaia Blake | (410) 555-0115 |
| Technology Job Fair | September 13 | Emilio Santos | (410) 555-0094 |
| Engineering Job Fair | October 4 | Jude Guernsey | (410) 555-0098 |

We look forward to seeing Hartnett Industries at one or more job fairs again this year.

Sincerely,

Sharon Reynolds, Employer Coordinator