February 1, 2017

Mr. Nathan Wynn

Lakeview Engineering

1080 N. Fielding Street

Baltimore, MD 21201

Dear Nathan,

Thanks again for meeting me for lunch last week. I truly enjoyed learning more about Lakeview Engineering. Given the staffing needs that you expressed, attending one of our job fairs would help you meet many job candidates face-to-face within one or two days. I think you will find it an indispensible tool for efficiently finding the best possible talent for the positions you need to fill.

As I mentioned during lunch, the upcoming job fairs that I think would best fit your company are the Collegiate Job Fair May 19-20, the Greater Baltimore Job Fair May 13-14, and the Engineering Job Fair October 4.

Here are a few comments from recruiters who participated in last year’s job fairs:

* In the past, filling positions has been a long, exhausting process. Attending the job fair enabled us to quickly hone in on some very qualified candidates, and we have been extremely happy with our hires. Layne Riley, Riley Associates
* The Greater Baltimore Job Fair was a pleasure to attend. The event is well-run from start to finish. Janelle Leveque, Holden Manufacturing
* I was impressed with the caliber of the job seekers attending the job fair. Professional, personable, and many were highly qualified. Raquel Graham, Wagner and Oates

I’ve also attached a chart with the results of our satisfaction survey taken at last year’s Greater Baltimore Job Fair. I hope you will be able to join us for one or more job fairs this year. Please contact me anytime if you have questions about participating, registering, or any other services we offer.

Sincerely,

Sharon Reynolds, Employer Coordinator