



CASE

MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES

January, 2007

Mandel School Career Fair
Monday, March 5, 2007
4:30-6:30 pm

Dear Employer:

You are invited to participate in the annual Career Fair at the Mandel School of Applied Social Sciences at Case Western Reserve University. We are eager to have you on campus!

As we initiated last year, we will *showcase the social workers in your agency and hope that you will attend*. We need your help:

- The emphasis will be equally on careers and jobs, to benefit students who will be looking in the future or seeking career advice, as well as those seeking employment now. And you may be more comfortable attending, even if you do not yet know your agency's hiring needs, because you will be able to discuss profession-specific details, not just hiring. Having social workers, not just HR staff was a direct request from our students and it worked wonderfully last year.
- This will be a prime opportunity for you to showcase your agency to future colleagues, perhaps fellow alumni, from a top ranked school.
- It will provide an excellent networking opportunity for you as a professional.
- The Fair will be open only to MSASS social work students and graduates, so that this will be narrowly focused and unlike any other event you attend.

For the first time, we will be providing you with resumes in PDF format (requiring Adobe Acrobat Reader). Because of this, we have been able to make two significant improvements although the cost of the Fair remains at \$55 per organization, same as in previous years:

- Once you have paid, then at least one week before the fair, we will e-mail resumes directly to you, so that you can review them BEFORE the Fair. Feel free to contact students and alumni and encourage them to meet you there. *We must have your payment in hand before we are able to mail any resumes.*
- Before graduation of the Spring and Summer classes, we should be able to mail you updated resumes from students and alumni who are looking at that time, enabling you to make timely matches later this year, as well.

Please complete the form enclosed and return it by February 19, 2007, with your check, or a notation that it will follow, to the address, e-mail or fax provided. Thank you! We all look forward to seeing you again on March 5.

Sincerely

Debra Fink

Assistant Director, Student Services
216.368.2827, dsf2@case.edu



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Organization: _____

Street Address: _____

City, State, Zip: _____

Web Site: _____

Contact Person/Title: _____

Telephone: _____

Fax: _____

E-mail: _____

E-mail of person who
will receive resumes: _____

Names & Titles of:
People Attending _____

Cost is \$55, which includes:

- Resumes in PDF format, including updates later in the year
- 1 table, 2 chairs (or more if mentioned in advance)
- 2 boxed meals,
- 1 parking space

Extra meals or parking spaces are available if ordered by February 19. Cost \$10 each.

Please make check payable to: Case Western Reserve University. Please return form and check to:

**Career Development & Management
Mandel School of Applied Social Sciences
Case Western Reserve University
10900 Euclid Avenue, Location 7164
Cleveland, Ohio 44106-7164
Fax: 216.368.5065**

Sorry, we are not equipped to handle credit card payments or cash.