



April 1, 2014

Dear Employer,

The 18th Ward Alderman Lona Lane, Greater Southwest Development Corporation and Ford City Mall cordially invite your company and/or organization to participate in our Annual Job Fair. This event will be held on Saturday, May 17th, 2014 at the Ford City Mall.

Last year's workshop drew over 900 job seekers and 36 employers. We are looking to increase both numbers for 2014.

The Career Fair schedule for the day:

8:00 am - 8:40 am Set-up and breakfast refreshments for employers/organizations

9:00 am – 1:00 pm Job Fair

12:00 pm – 12:30 pm Lunch

Each employer will have a table with a chair for each representative during the Job Fair. Continental breakfast and a boxed lunch will be provided for all employers and organizations who participate.

Our event offers recruiters and potential employers a chance to meet our community residents and clients who are seeking employment. The Job Fair is an outstanding opportunity for you to meet with high quality candidates that will be able to make significant contributions to your organization. We look forward to providing you with a venue to visit with and collect resumes from potential employees. We realize that your organization may not be hiring immediately. However, please consider this an opportunity to acquaint you with employment seekers to lay the groundwork for your future employment needs.

There is no registration fee to participate. To register, please return the enclosed form by fax: **773-735-6592**, e-mail: r.didiana@greatersouthwest.org or mail: **Great Southwest Development Corporation 6155 S. Pulaski Rd., Chicago, IL 60629**. In addition, I am happy to e-mail you the form if you prefer to submit your registration electronically. Please provide me with an e-mail address, and I will send you the electronic form.

We hope your participation in our Job Fair will have a positive impact on your current and future recruiting efforts. With limited space available, please return the registration form to secure your registration by Friday, May 2, 2014. Information about parking and directions will be provided closer to the Job Fair date. We look forward to having you, and please contact me with any questions at 773-735-6727 x201.

Kindest regards,
Ruth Contreras – Di Diana,
Director- Southwest REACH Center
Greater Southwest Development Corporation