**EMAILS FROM THE SCHOOL BEFORE THE VIRTUAL EVENT**

**Template 1: Career Fair Announcement + Save the Date**

**To: Students**

Subject: Save the Date! (Career Fair Name) on (insert Date)!

Hi (Student Name),

Our (Career Fair Name) will be held virtually on (Insert Date and Time)!

We are excited to host the fair with GradLeaders all-new Virtual Career Fair platform. Upgrades include the ability for students and job-seeking alumni to:

* Research employers and favorite companies prior to the event
* Find open opportunities and submit resumes before the career fair starts
* Queue for multiple booths at once or signup for fixed timeslots
* View dynamic "wait times" to see where they are in the queue
* Receive text messages and on-screen notifications when "next in line" and "ready to meet"
* Signup for specific employer timeslots in advance or find available timeslots during the event
* Join meeting within 30-seconds or get automatically bumped down the queue
* Rejoin meeting if internet drops or close window on accident within first 15-minutes
* Drop resumes for target companies even if they don't virtually meet with employer
* Connect with career center staff for questions and best practice advice

This new virtual platform for job seekers will make it easy for you research career paths and connect with right-fit employers.

We look forward to hosting this free event for you!

Mark your calendars now! (insert Date)

Stay tuned for more information or feel free to contact us at any time.