



12159 S. Pulaski Road
Alsip, IL 60803
708-597-2668
info@alsipchamber.org

December 14, 2022

Dear Business Owner/Manager,

The purpose of this letter is to invite our business community to participate in a job fair that the chamber of commerce is hosting.

We are inviting companies to showcase their policies, and job opportunities for candidates seeking employment.

The job fair will take place at DoubleTree by Hilton in Alsip located at 5000 W. 127th Street, on Wednesday, February 15th, 2023. We will be hosting from 10:00 A.M. until 3:00 P.M.

We will provide water, and a small snack for the attendees, and businesses.

If your company is interested in participating, please fill out the form included with this letter, and return it to our office (address is at the top of this letter) by January 20th, 2023.

The cost for participation is \$ 25.00 per company/business.

We will be placing ads in our local newspapers as well as sharing the information on our Facebook page, and website to promote the job fair. The Village of Alsip will also be helping to promote the job fair. Once you decide to participate, we ask that you also share the information on your social media accounts.

Please contact us with any questions that you may have. We look forward to hearing from you.

Marigrace C. Sinnott-Snooks
Executive Director



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FEBRUARY 15TH, 2023

JOB FAIR

BUSINESS PARTICIPATION FORM

BUSINESS/COMPANY NAME _____

CONTACT NAME _____

CONTACT E-MAIL/PHONE NUMBER _____

Job Position(s) description:

The applicants will be contacting the chamber to arrange interview appointment times.

Please let us know if you would like to arrange your interviews in fifteen (15) or twenty (20) minute intervals by checking here: 15 minutes _____ or 20 minutes _____

Please have your representative arrive by 9:15 A.M. The job fair will begin with the first interview at 10:00 A.M. and will continue with the last interview scheduled for 3:00 P.M.

We will provide you with a list of the attendees who will be interviewing with you before the event, and also their contact information.

Please do not hesitate to contact our office with any questions.

Should you choose to pay the participation fee by check, please make it payable to the Alsip Chamber of Commerce. If you prefer to pay by credit card, you can provide your information below, or call our office (708/597-2668).

Thank you for your interest, and support.

Card number: _____ Expiration Date _____ CVC _____ Zip Code _____