

October 2018,

To Whom It May Concern,

On behalf of the members and initiates of Cal Poly Pomona's Chi Epsilon chapter, we would like to express our enthusiasm and excitement in announcing our 19th Annual Chi Epsilon Civil Engineering Job Fair. This year's fair will be in collaboration with the Cal Poly Pomona Student Chapter of the American Society of Civil Engineers.

Cal Poly Pomona has the largest undergraduate Civil Engineering program in the nation with about 1,500 students, and approximately 300 of whom are expected to graduate this year. The job fair is an excellent networking opportunity between students and potential employers. Our Chi Epsilon chapter organizes this annual event as part of our service to the profession. Consistently well attended, this event is open to all civil engineering and construction engineering technology students.

This year's job fair is scheduled for Friday, February 22nd, 2019 between the hours of 8:30 AM and 4:00 PM. The job fair will be held in the Bronco Student Center Ursa Major, which is an ideal location that attracts many attendees. The registration fee is \$800, but an early registration fee of \$700 is available for forms postmarked by December 14th, 2018. The fee includes a reserved space for your booth, parking, breakfast, and lunch. All participating companies and governmental agencies will also receive a USB drive with the resumes of Chi Epsilon's graduating seniors, members, and initiates.

We have a limited number of spaces available, so if you are interested in participating in this year's event please let us know as soon as possible. You may reserve a space by completing the attached registration form and returning it to us with the registration fee. The postmarked registration deadline is January 25th, 2019.

If you have any questions, do not hesitate to contact the Chi Epsilon Corporate Relations Chair, Alejandro Tapia by email at cppchiepsilon@gmail.com or by phone at (760) 983-1264.

Respectfully,

Alejandro Tapia
Corporate Relations Chair

Leona Green
Chi Epsilon President

Dr. Xudong Jia
Professor and Department Chair

Procedure

Cal Poly Pomona ■ College of Engineering ■ Civil Engineering

Please read through the entire procedure before proceeding

Step 1: Complete the attached Registration Form and email it to: cppchiepsilon@gmail.com

Step 2: A confirmation will be sent to the email listed in the Registration Form within **2-5 days**.

Step 3: Once you receive confirmation, mail the Registration Form **and** check to:

California State Polytechnic University
Civil Engineering Dept
3801 W. Temple Ave.
Pomona, CA 91768
Building 17
Attn: Chi Epsilon

Step 4: Another confirmation will be sent via email to ensure that the Registration Form and check were successfully received.

Step 5: Additional information regarding the job fair will be sent out one to two weeks prior to the event.

If you have any questions, don't hesitate to contact us at cppchiepsilon@gmail.com

2019 Chi Epsilon Job Fair Registration Form

Cal Poly Pomona ■ College of Engineering ■ Civil Engineering
February 22nd, 2019

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact E-mail: _____

Contact Address: _____

Number of Representatives Attending: _____

Number of Parking Passes Needed: _____

Number of Tables Needed: _____

Table Cost:

\$700 per table if postmarked by December 14th, 2018

\$800 per table if postmarked by January 25th, 2019

\$150 per additional table

* Amount Enclosed: _____

* Full payment preferred. 50% deposit required to reserve tables.

- Make checks payable to **“Chi Epsilon, CPP”**
- Additional information regarding the job fair will be sent following your response
- Please return this form via **email and mail** by **January 25^h, 2019** to:

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