



Dear confirmed vendor/employer,

Thank you for participating in the Welcome Home Veterans Job Fair, sponsored by Coatesville VA Medical Center and Pennsylvania CareerLink. Please report to Building 5, Coatesville VA Medical Center (1400 Blackhorse Hill Road, Coatesville, PA) for set up on Friday, September 11 between 8:30am and 9:15am. The fair will run from 10am to 2pm. Tables will not be assigned in advance. You will choose an empty table and early arrivals will have the best selection.

You may park your vehicle directly in front (the area painted with diagonal lines) while you unload. A guide or police officer will then direct you to park reserved spots in Parking Lot A. This is within walking distance of Building 5.

Please complete set up before 9:30am.

We will provide lunch! There is also a Food Court located in Building 9 where you may purchase lunch or snacks. Additionally, there are restaurants in the local area. There will be water available for all.

Media has been invited to the Veterans Career Fair.

A few things to keep in mind:

- Please accept paper resumes even if you request that an applicant apply online also.
- Please provide a way that Veterans can connect their meeting with you at the career fair to their online application, e.g., asking the Veteran to write "attended Veterans Career Fair, 9/11/15" in a "notes" section of the online application.
- Please consider conducting on-the-spot interviews, when possible. A private area will be provided where you can do so.
- Please be knowledgeable about the current job openings within your organization.

Please contact Sue Wieser, CVAMC Work Restoration, at 610-384-7711, extension 5287 or susan.wieser@va.gov The day of the event, please call this cell phone number: (302) 685-3219 to speak to Sue Wieser.

Sincerely,

Welcome Home Veterans Job Fair Planning Team