



RE: **OPIC Job Fair**  
**Thursday, September 30, 2010**  
**10:00 a.m. to 4:00 p.m.**

Dear

The Oakland Private Industry Council and Alameda County Social Services Agency (SSA) are hosting a job fair on **Thursday, Sept 30, 2010 from 10:00 a.m. to 4:00 p.m.** The Job Fair will be held at The Alameda County Conference Center located at 125 12th Street, Suite 400 in Oakland. The Alameda County Conference Center is convenient to Lake Merritt Bart Station and all major freeways in the East Bay. Just minutes away from Oakland International Airport The Center is a short stroll from beautiful Lake Merritt and the Oakland Museum of California. Inexpensive parking is accessible. We are anticipating many job seekers and 25 to 30 employers to attend the job fair.

We would like to extend an invitation to you to participate in this year's job fair. This job fair is designed to match local businesses with qualified, pre-screened applicants. We are committed to assisting you, the employer, with every aspect of the recruitment process and to ensure that highly qualified candidates are available for you to interview. If you have open positions or are looking to expand your workforce, we encourage you to consider participating in the job fair.

The following is a list of details and logistics available to you for this job fair at **no cost.**

- A 6' x 3' rectangular table (no skirt) with two chairs for each employer
- Catered, hot buffet style lunch for employers and volunteers between 11:30am – 12:30pm

If you are able to participate, please confirm the names of those attending by **Sept 15, 2010.** We look forward to your attendance and thank you for helping make Oakland a better place to live, work and do business.

Sincerely,

Rommel Silva  
Oakland PIC  
Business Services Representative  
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