



Mesa State College  
 Advising & Career Center  
 Phone (970)248-1177  
 Fax (970)248-1267  
 www.mesastate.edu/sl/acc

TO: Mesa State Advising & Career Center – 970-248-1267

FROM: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Desired Login ID: (eight characters) \_\_\_\_\_

Desired Password: (eight characters) \_\_\_\_\_

(used to access your job postings on the Mesa State website)

Company Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your job announcement. We look forward to working with you and your company in the future. Let us know what we can do to help make your recruiting efforts become more beneficial. Once this position has been filled, we would appreciate you notifying our office. If your new hire mentions seeing this announcement, we would love to hear about his/her story. We appreciate your cooperation.

**Up Coming Events:**

**Fall Career Fair** – September 13, 2006 the “In-School Employment Fair,” is specifically designed to meet students employment needs during the academic year where employers will offer seasonal, internships, part-time, and full-time employment.

**2<sup>nd</sup> Annual Career Connections Career Fair** – March 30, 2006 will provide an opportunity for students to learn about employment and internship possibilities with a number of different companies.

Employers are invited to do Campus Recruiting Visits throughout the school year to fill their employment needs. There is no cost for this service so give us a call today to take advantage of this opportunity.

Date Listed: \_\_\_\_\_

Full-Time   Part-Time   Internship   Seasonal   Teacher-Vacancy   Day-Labor

Position: \_\_\_\_\_ # of Openings: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Apply How: In-Person   Call First   E-Mail Resume   Other: \_\_\_\_\_

Pay: \_\_\_\_\_ Hours/wk.: \_\_\_\_\_ 401K/ Insurance:   Y   N

Listing Expiration Date: \_\_\_\_\_

Would your company be willing to allow us to do a site visit?:

Yes   No   Contact Name to set appointment: \_\_\_\_\_