

# COLONIAL HEIGHTS HIGH SCHOOL CAREER/COLLEGE/VOLUNTEER FAIR

Colonial Heights High School and the Colonial Heights Chamber of Commerce are sponsoring our Annual Career Fair. The Career Fair will be on Thursday, November 1, 2018 and we would like to invite you to attend. The Career Fair will be held in the Gymnasium at Colonial Heights High School from 8:00 a.m. until 10:41 a.m.

You will have a chance to expose approximately 500 students, (sophomores, juniors, and seniors) to the volunteer or job opportunities available within your organization. Information and opportunities for volunteer opportunities, seasonal positions, summer, part-time, and permanent full-time employment, internship programs, job descriptions, educational requirements, and how to apply would be useful information to give to the students. Also, students will be asking business representatives to critique their resumes and give suggestions on ways to improve them. Please bring product samples or items to display that represent what your company or business is about. Tables will be provided.

A schedule is enclosed for your information. You should have your display area ready to meet students by 8:25 a.m. You may park in back of the school, in the front circle, or in the Technical Center parking lot. *Please return the enclosed confirmation sheet upon receipt.* If you have any questions or need additional information, call Colonial Heights High School - Janet Rosson at 804-524-3405 or 804-840-3669. I look forward to working with you on November 1, 2018.

Sincerely,

Janet L. Rosson  
Colonial Heights High School

**THE CHHS ANNUAL CAREER/COLLEGE/VOLUNTEER FAIR  
CONFIRMATION SHEET**

**PLEASE RETURN UPON RECEIPT**

Business/School\_\_\_\_\_

Business Telephone Number\_\_\_\_\_ Cell Phone Number\_\_\_\_\_

Fax\_\_\_\_\_ e-mail\_\_\_\_\_

(Please print clearly)

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

- ☐ Yes, our business/school will be represented on Thursday, November 1, 2018.

Name of representative(s) at the Career Fair\_\_\_\_\_

Best time of day to contact representative\_\_\_\_\_

Are you currently hiring?   Yes      No      Summer      Part-time      Full-time

Positions we would have available for students: \_\_\_\_\_

Positions we would have available for graduating senior\_\_\_\_\_

- ☐ We are not hiring, but would also like to inform students about our services.
- ☐ We would like to share information about student's career interest.

We have hired students from the Career Fair in the past -    Yes              No

Volunteer Opportunities available: \_\_\_\_\_

- ☐ **No, we cannot participate this year.**

Please return to:      Janet Rosson  
Colonial Heights High School  
3451 Conduit Road  
Colonial Heights, VA 23834  
Telephone: (804) 524-3405 or cell 804-840-3669  
**Fax (804) 520-7222**  
E-mail: [Janet\\_Rosson@Colonialhts.net](mailto:Janet_Rosson@Colonialhts.net)

**Schedule  
For  
Career Fair  
Thursday November 1, 2018**

7:45-8:30 - Arrive and Set up in the gym.

8:25-9:05 - Meet and talk with the CHHS seniors.

9:15–9:50 - Meet and talk with the CHHS juniors

10:00–10:41-Meet and talk with CHHS sophomores.

**Parking is available at the side of the school, the front circle, or in the Tech. Center parking lot. Vendors will need to come in through the front doors of the school and check in. Please bring your ID to show at the front desk.**

## **Directions to Colonial Heights High School**

### **From Henrico and Richmond:**

Take I95 South to Exit 54 - Temple Avenue - Turn right at the traffic light on to Temple Avenue. At the next traffic light turn left on to Conduit Road. Follow Conduit Road for about two miles. The high school is on the left side of the road. Parking is available in the rear of the school, in the front circle, or in the Tech. Center parking lot across from the high school

### **From Chesterfield:**

Take 288 South to I95 South. Take I95S to Exit 54 - Temple Avenue - Turn right at the traffic light on to Temple Avenue. At the next traffic light turn left on to Conduit Road. Follow Conduit Road for about two miles. The high school is on the left side of the road. Parking is available in the rear of the school, in the front circle, or in the Tech. Center parking lot across from the high school

### **From Petersburg, Prince George, and Hopewell:**

Take I95 North to Exit 54 - Temple Avenue - Turn right at the traffic light on to Temple Avenue. At the next traffic light turn left on to Conduit Road. Follow Conduit Road for about two miles. The high school is on the left side of the road. Parking is available in the rear of the school, in the front circle, or in the Tech. Center parking lot across from the high school