



**PO Box 308  
600 Arnold Ave  
Portland, ND 58274**

Dear Employer:

We are looking for possible job experience sites for our students and would like the opportunity to place a student at your business. The kids have been working hard to prepare themselves for going out in the workforce and putting their skills to work.

We provide the following:

1. Classroom instruction on general job skills
2. Assisting students in interviewing skills
3. Resume Writing
4. Completing Job Application Forms
5. Specific job skills relating to individual job placements
6. Job Coach that will observe, instruct and correct as necessary
7. The Job Coach will provide the student with daily feedback of performance
8. The Job Coach will do written evaluations as well as provide the employer with an evaluation form

We would like you to provide the following:

1. Job interview for position
2. Written Job Expectations
3. List of specific job tasks
4. Proper equipment or clothing if necessary

Please see the attached Training Agreement which further outlines specific responsibilities.

If you have any questions please call me at ( ).

Sincerely,