

**The College of New Jersey**

School of Education

Dear Potential Employer:

Thank you for taking the time to consider exploring the possibility of hiring one of our job seekers. In society, we are often measured by what we do for a living. In school as well as at social and family gatherings, we are expected to answer: “What do you do for a living?” I work with motivated job seekers who are eager to answer that question. While in high school, each of these job seekers attended a summer program called Work Skills Preparation at The College of New Jersey. There, I got to work with them to determine their strengths, skills and interests. Additionally, through job sampling opportunities, we were able to identify the tasks that which they excelled and enjoyed. We are excited to expand our efforts to support our former students as young adults who are interested in pursuing employment goals. Customized Employment is the best approach to matching job seekers to employers. Businesses have ever-changing needs and learning about the business trends and the skills and tasks most essential to your business will help me to better support and train all of our job seekers.

In my role as a job developer, I work closely with both the business and job seeker. Some of my **employer-related services** include:

* conducting a needs analysis to identify opportunities to improve workflow, and consequently your bottom line;
* determine any unmet needs that your business has;
* collect information about the environment and culture of your business to help determine if there is a possible job match
* provide on-the-job training and ongoing support should you choose to hire one of my job seekers etc.
* staff development around Disability Sensitivity

Utilizing the discovery process to work with my job seekers, I am able to gather information about their skills, interests and strengths, as well as their environmental preferences to ensure that I am exploring job opportunities that would be a match for both parties. I would never match someone who would not be a good fit for your business. My job seekers live all over the state of New Jersey and as we approach the eleventh summer of the program, I have an ever-growing pool of qualified candidates. If possible, I would love to meet with you to get a better sense of the potential needs of yourbusiness and to discuss how Customized Employment could **help your business meet your goals**. If you are interested, please contact me at (\_\_\_)\_\_\_-\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_@\_\_\_\_.\_\_\_\_

Thank you in advance for your time and consideration!