

**The College of New Jersey**

School of Education

[DATE]

Dear \_\_\_\_\_\_\_,

It was a pleasure meeting with you and some of your team on Tuesday. I truly appreciate the time that everyone took to work with me on the Needs Analysis to help identify [Name of Company]’s needs.

I gained such an appreciation for all that your employees have on their plates. {They came to the meeting well-prepared--having already translated their needs into tasks—which was tremendously helpful.} As we discussed, it is clear that help could be used with the [department]: [list 2-3 tasks that are priority]. The following task list reflects the needs identified by [names of employer representatives]:

* List of tasks in order of business’s priority (organize the list to the best of your ability)

{These are tasks that could be re-bundled to allow \_\_\_\_\_\_ to focus on their core responsibilities. [JOB SEEKER’S NAME], one of the job seekers that I represent, is looking for an employment opportunity where [she or he] can [tasks that are needed by this employer]. [Most relevant contributions and how they would be an asset to the business]. If [she or he] took on some of the above tasks, your other employees would be able to spend more time on their core responsibilities, thus benefiting [Name of Company] as a whole.

Should you be interested in pursuing this, I would love to meet with you to discuss the following:

* Generating a job description (with a task list that reflects your priorities)
* Having the Job Coach start and learn the job prior to [Job Seeker’s Name] starting in order to promote [his or her] success
* Using a trial period to ensure that [Job Seeker’s Name] meets your expectations and to help you define the terms of employment (number of hours per week, ideal schedule, etc.) *before* committing to employment
* Evaluating the need for reasonable accommodations

I would love to schedule a meeting as soon as possible with you. I believe that this job match could be a real benefit for [Name of Company].}

Sincerely,

[SUPPORT SPECIALIST’S NAME]