



October 31, 2013

Mr. John O'Leary  
Managing Director  
Tishman Speyer Properties  
40 Rockefeller Center  
New York, New York 11101

**Subject: CUNY and Industry Working Together To Prepare the Facilities Managers of the Future.**

Dear Mr. O'Leary

I am a senior at The New York City College of Technology (City Tech) I am about to graduate this coming May with a Bachelor's Degree in applied science and my Major is in Facilities Management. City Tech is looking for a few of the best facility management firms located in the Greater New York City area to form a relationship that will benefit both parties and continue for the unforeseeable future.

Our goal is to enhance our internship program, our students are class room trained but lack on the job experience. Our program can be a source of low-cost or no cost labor for you. We are offering you an alternative to using a temporary agency and pay for someone to answer telephones or filing and getting a person that has no knowledge of the business at all. You can take advantage our internship program, our students have a genuine understanding of the business, eager to get real work experience and at low or no cost? All we ask in return is that you expose our students to the real business world.

The student will have at a minimum of four courses in area of internship with grades of "B" or better. The employer will be required to offer a minimum of 100 hours in the work place, must involve substantive work supervised by a qualified work place mentor and mentors must provide a short weekly evaluation for each intern.

In addition Dr. Doh, the Director of Internship Opportunities is planning a new onsite assessment program for workplaces considering mentoring City Tech interns, where she or a member of her staff will come to the workplace and help potential employers assess their own needs and how the internship program can help them and discuss such items like insurances, etc.

Our facilities management program is training the industries work force of tomorrow, every graduate from this program is trained in two phases. Our Environmental Control program is the technology side of the program. Each student will have a real understanding of construction, air conditioning, heating, equipment commissioning, electrical distribution, elevators, security, sprinkler and fire alarm systems.

The second phase of our facility management bachelor's degree program will ensure each graduate possesses a real good understanding of project management, facilities management, Asset management, Budget and accounting, financial analysis, facilities management law, Personal relations, cleaning and Security.

Our program is designed to offer the industry a better prepared entry level work force and relieve companies like yours from needing to teach the basics. We encourage our students get involved with trade associations and networking. Serving an internship at a quality company such as yours will give our students some real work experience to put on their resumes and that gives them instant credibility. If interested please contact Dr. Pla Y, Doh her contact information is listed below.

Dr. Pla Y. Doh  
Director of Internship Opportunities  
CUNY – New York City College of Technology  
City Tech Placement, Room NG-08 300 Jay Street Brooklyn, NY 11201

Sincerely,

Lawrence Spahn