DATE:

TO:

FROM:

SUBJECT:

The New York City College of Technology offers students to work in their intended field. We have outstanding students who want to have some experience in their intended field. Our students are capable of working and learning at fast pace. Our students are reluctant to work for you. We asked that you would give our students the following experience:

* 100 hours minimum in the workplace
* Must involve substantive work supervised by a qualified workplace
* Mentors must provides a short weekly evaluation for each intern

Please contact the Director of the Internship Opportunities at City Tech, Dr. Doh for more information about the internship program. Thank you for your corporation.

Sincerely,