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Coordinator: Email:

October 2, 2019

To Whom it May Concern:

I am writing to introduce our unique educational program and request your assistance in one specific component of it. Great Lakes Bay Early College is a high school program that takes sophomore and juniors from local school districts and places them in a supportive and challenging college preparation program on Saginaw Valley State University's campus. Our students take college classes in place of high school classes once they complete our portion of the program and we continue to mentor them through either an associate's degree or 60+ credits during an extra year (13th) of high school.

One key component of our program is job shadow experiences over the course of the year. There will be two opportunities throughout the fall and winter semester. This is where you come in. We are releasing students from their regular studies on Friday, November 15th to complete one full day or two half-day shadow opportunities.

I am asking for you to please work with the student who delivers this letter to arrange a time frame on that day to observe and shadow someone in your organization, or you personally, and then to have a brief interview so they might gather critical information to assist them in planning their careers. They should come prepared with questions and basic knowledge about your occupation.

If you are in need of further information, please let me know and I would be happy to inform you of anything you need to know. I may be reached at ksummey@sisd.cc or 989-964-2047.

Thank you for providing this wonderful opportunity to our students.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kevin Summey', is written over a horizontal line.

Kevin Summey,
Coordinator of Great Lakes Bay Early College