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www.FirstDegree.biz

San Francisco Bay Area Employers,

This follow-up communication further explains what FirstDegree hopes to accomplish and how your organization can contribute to the success of Community College students!

HOW IT WORKS

Supply us with positions in your organization in which a 2-year Associate degree is preferred. Our goal is to publish at least five from each employer.

Below is a list of some typical positions for which an Associate degree is beneficial:

1. Entry level accounting/bookkeeping/data entry
2. Assistant manager/supervisor
3. Administrative office personnel
4. Junior level finance/buyer/analyst
5. Sales/marketing/public relations
6. Any entry or intermediate level position in which a more mature, better educated, goal-oriented, achiever would be desired

Here is what we will need from you.

1. A brief outline of what your organization does
2. The best contact person for employment inquiries or correspondence
3. For each position:
 - a. Title of Position
 - b. 20-50 word Job Description/Duties
 - c. 20-50 word Summary of Qualifications/Skill Levels

We are publishing the *Employment Guide for the Associate Degree* this fall. To ensure that your organizations' participation is included, please respond soon. A sample listing of how one might look in the *Guide* follows on the next page. We can be reached by fax or phone at 510-483-4380.

There will be follow-up proof sheets sent to you prior to publication to ensure accurate information. Please contact me if you have any questions at all. This is a unique opportunity to let Community College students know your organization really wants them to succeed. At the same time, a larger pool of skilled workers will develop to meet your future needs.

Best regards,

Gene Judson
President