

June 8, 2009



To Whom it May Concern:

In working with the Institutions of Higher Education (IHEs) in our area, it has come to our attention that they are having a more difficult time in locating good, meaningful internship opportunities for their students.

JARI is committed to providing assistance to the educational institutions in our area as well as our local businesses. We want to help our IHEs find first-rate, local opportunities for their students as well as provide our businesses with available resources from our local colleges and universities.

With that end in mind, JARI will work to be the point of contact and facilitator for businesses looking to host a student intern and for our university and college students looking for local internship opportunities. We are contacting our local business partners and asking that any internship opportunity be forwarded to us at anoon@jari.com using the attached form. We will populate a database which will have the capability of sorting by desired skills or education, which will help to match students with appropriate internship opportunities.

Internship opportunities will be posted on the website, with contact information specified by each company. In turn, students who contact us with resumes will have their resumes forwarded to appropriate open internship opportunities. The company will have direct control of what information is posted and/or released. Student resumes will be kept confidential and only released for appropriate internship opportunities.

We hope that you will take the time, forward copies of this request to all of your appropriate staff, and participate by listing any internship opportunities that you are willing to provide to area college students.

Thank you for supporting JARI and its initiatives.

Sincerely,

A handwritten signature in black ink that reads 'Amy Noon'.

Amy Noon
GJKIZ Coordinator
Technology Development Specialist

Attachment