



Dear Industry Partner:

We are delighted that you will be joining Whatcom Community College (WCC) as a Career Launch Industry Partner in support of our refreshed Computer Information Systems associate degree. Your support will not only be an investment in the success of our current students through paid internships, it will also be investing in the future pipeline of highly skilled, locally trained CIS professionals.

We are requesting the following from you in order to submit to our Career Connected Learning funders:

- Attached "Industry Partner Information Form" with specifics regarding paid internships
- Sample job description of internship role or entry level position
- Signed endorsement letter: see required elements below and attached template
- Digital version of company logo (providing your logo grants us permission to use and promote your company as our industry partner)

Our funder has specific elements required of our industry partners. We have included all of these in the template letter attached but we are listing them below for your reference. Please ensure the following are listed in the endorsement letter:

- Ability to provide paid internships for CIS students, hourly wage, including estimated number of students.
- Ability to provide direct supervision to interns.
- Statement that that WCC program is in compliance with required federal, state, and local regulations.
- Signed letter attesting that Career Launch completers will be ready for entry-level jobs.
- Non-binding commitment estimating number of Career Launch completers you plan to interview/hire over the first three years of the program.

We are greatly appreciative of your ongoing support and willingness to join us as an Industry Partner. Your support is vital to the success of our program and the development of our local workforce professionals. Please submit the information form, sample job description, and signed endorsement letter to bmaruska@whatcom.edu.

Sincerely,

Brittney Maruska
bmaruska@whatcom.edu
Special Projects Grant Coordinator
Whatcom Community College