

March 29, 2012

Dear _____

As you aware, several attempts have been made to reach out to you regarding your college plans. Unfortunately, at this time, we still have not yet received your applications. Therefore, we would like to inform you that on **Thursday May 10th**, we have scheduled Employment Day, an event that will be held at Suffolk Community College.

This program is an option for students who are undecided as to their future plans or who are considering deferring their college admission. High school seniors who may be seeking full-time or part-time employment following graduation, and who are interested in being interviewed by a variety of employers should see their guidance counselor immediately. Students will be provided with transportation to and from the high school.

If you have any questions, please feel free to contact me, I may be reached at 673-2162.

Sincerely,

Gloria Jaramillo
Guidance Counselor

29 de marzo del 2012

Estimado _____

Como ustedes saben, hemos intentado ponernos en contacto contigo sobre tu plan de universidad. Desafortunadamente, en el momento no hemos recibido tu solicitud. Quiero tomar la oportunidad para informarte, de **Un Dia De Empleo, el Jueves 10 de Mayo**. Que tomara lugar en la Universidad de Suffolk Community College.

Este programa es una opción para estudiantes que están indecisos con los planes del futuro y consideran buscar otras opciones. Estudiantes del grado doce que buscan trabajo asi sea tiempo completo o medio, podrán ser entrevistados por varias companias. Si tu estas interesado por favor hable inmediatamente con su consejero académico para darles mas información sobre el programa, estudiantes van hacer trasladados en bus.

Si tu tienes preguntas, me puede llamar al 673-2162.

Sinceramente,

Gloria Jaramillo
Consejera Academica

CC: Consejera _____