ADD US IN CONSORTIUM PARTNER

Referral Letter to the

ADD US IN

Career Service Coordinator

Date: __________________________

Workforce Oklahoma Local Office: ____________________________________________

Dear Career Service Coordinator:

On ____________________, Mr. or Ms. _______________________ was seen in our agency and has been referred to the Add Us In grant for the following services:

_____ Resume Development: ________________

_____ Interview Skills Enhancement: _____________

_____ Assistance for Application for Jobs

Additional Notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Add Us In Consortium Partner Signature/Title: ________________________________

Referring Agency Name: _____________________________________________________

Referring Agency Email: _____________________________________________________

Phone Number: _________________

Date: _________________________