

To Whom It May Concern:

This is to inform you that students from the Heritage College Center for Continuing Education qualify for co-op/internship work term placements with the Federal Public Service or any other public or private organization.

The work placement is a mandatory requirement for our students to complete their program. This can be a paid or a non-paid experience.

Please rest assured that Heritage College Continuing Education students receive a solid foundation of skills from their program of studies. In addition, they are prepared for professional and ethical conduct in the workplace and are fully prepared to communicate effectively both orally and in writing. They are trained to be effective at working individually as well as in a team. Employers truly value Continuing Education students' maturity.

Benefits to students include:

- Real-life on-the-job training,
- Potential bridging into a permanent position, and an
- Opportunity to apply learned skills.

Benefits to the employer include:

- Getting to know potential employees before hiring,
- Lowering recruitment costs,
- Providing your trained employees with assistance,
- Carrying out projects that may otherwise remain in the planning stage,
- Promoting your organization,
- Ensuring high quality graduates for a changing marketplace, and
- Forging productive partnerships with education.

If you wish to welcome one of our students for a work placement in your organization, please feel free to contact me directly. It would be my pleasure to help you and your organization achieve its goals.

Regards,

Celina Fleury-Gow

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