

EXAMPLE OF A PARTNERSHIP LETTER USED TO PETITION UNDER “REGIONAL WORKFORCE INITIATIVES/SECTOR PARTNERSHIP”

All bolded items should be changed to fit with the petitioned occupation(s) and region(s) as appropriate. Final letters should be submitted on company letterhead, or equivalent, and should include a contact name (printed and signed) as a closing signature.

May 1, 2018

Center for Workforce Information & Analysis
Attn: High Priority Occupations
651 Boas Street, Room 220
Harrisburg, PA 17121-0001

Dear CWIA Director:

I am writing on behalf of the **(INSERT) Partnership** to request that the addition of the following SOC codes to the **local WDA** High Priority Occupation list:

Dietitians & Nutritionists (29-1031)
Medical Assistants (31-9092)
Speech-Language Pathologists (29-1127)

(INSERT description of the partnership, its mission, goals, and examples of active employers)

The **(INSERT) Partnership** has specifically identified challenges in finding qualified candidates for each of the three occupations to meet their current business needs. These jobs are not entry-level positions, they pay a family sustaining wage, and require significant educational requirements that are lacking in candidates within the region.

For each of the next three years, we estimate that the employers within our partnership will have at least **XX** openings for qualified **Dietitians & Nutritionists** and pay average annual wages between **\$XX,XXX** and **\$XX,XXX**. They will also have at least **XX** openings for qualified **Medical Assistants** for each of the next three years, and pay average annual wages between **\$XX,XXX** and **\$XX,XXX**. Lastly, they will have at least **XX** openings for qualified **Speech-Language Pathologists** for each of the next three years, and pay average annual wages between **\$XX,XXX** and **\$XX,XXX**.

The demand for trained workers continues to grow in the **(INSERT) Workforce Development Area** and a pipeline of skilled workers needs to be established to address the changing workforce. We strongly support the addition of this occupation to our local High Priority Occupation list so state and federal funds can be expended in this occupation allowing schools to receive funds to support this program and to be eligible for grant funding opportunities.

If you have any questions, you may contact me at: