



**Let's ensure you and your mates thrive this summer with an extra thousand dollars,\* and a meaningful job.**

Dear High School Senior in the BGC College & Career Readiness Program:

You will want to read these materials and get set to apply for the summer-time Learn & Earn job program – even if you are busy and have a sweet job right now. Learn & Earn can get you an additional part-time summer position that builds your resume and extends the BGC's fun.

On April 10, 2017, the job-application process for the city's Learn & Earn program begins.

**All the seniors should apply so we can continue working together.**

My new role is to help you, – GRADUATING SENIORS – get meaningful employment in the summer.

A part-time job with the city's Learn & Earn program can bring paychecks (obviously) and resources to you AND to your peers, siblings, cousins, classmates, neighbors too. Once all your peeps get jobs and paychecks, they won't be as quick to beg you for your cash!

Today's first tip and action item:

#1. Download the smart-phone app, CamScan. The app is free. The app allows you to take a photo of important documents (such as recent pay-stubs from others in your household, proof of address, etc.). The app converts the photo into a PDF file. The app on your smart phone can help cut through some “red tape.” Many different files need to be attached to YOUR job application, AND in turn, the respective job applications of the friends that you are about to help.



Today's second tip and action item:

#2. Open and launch the CamScan app and use it to take a photo of the outside of this envelope. Yes, the envelope that you just opened and delivered this letter to you. Since you will need a

recent **proof of address** for the job application, the PDF image of the envelope with your name, address and dated postmark over the stamp can be used. DO IT NOW. Save the image on your phone. Let's zoom ahead and get ready to complete the Learn & Earn application.

Tip #3.

Read all the details enclosed on the other pages and let's get set to hit SUBMIT on your job application on April 10.

Tip #4.

Create a "lead list" and send it to me. You can use the bottom half of this page. At the top of this "lead list," write your name. Below your name, jot down the names of the others you are going to help apply for Learn & Earn jobs. Use the app and send the photo of your "lead list" to me at [Mark@Bloomfield-Garfield.org](mailto:Mark@Bloomfield-Garfield.org). Then I'll help you help them all make an application for Learn & Earn jobs in the days to come.

Now I'm going to wait for my email box to EXPLODE.

Sincerely yours,

Coach Mark Rauterkus  
[Mark@Bloomfield-Garfield.org](mailto:Mark@Bloomfield-Garfield.org)  
412-298-3432 = cell

---

Lead List:

My name: \_\_\_\_\_

Friends, family and others I'm willing to assist, so that they can also apply for Learn & Earn positions:

- 1.
- 2.
- 3.
- 4.
- 5.

---

\* Data reports that the average worker in the Learn & Earn program got paid \$933 in 2016. You, with your superior attention to detail and ability to follow through makes you exceptional. You'll be sure to generate higher value and net a higher ceiling of life-time earnings moving into the future. Thanks for reading and thanks for your on-going drive and determination.