SIMI VALLEY YOUTH EMPLOYMENT SERVICE

2929 Tapo Canyon Rd., Simi Valley, California 93063-2199 • (805) 522-4473

Dear Hiring Manager,

As a valued member of the Simi Valley business community, I would like to make you aware of a service that the City of Simi Valley provides at **no cost** to assist you with your hiring needs.

The Youth Employment Service (YES) is a referral service for youth seeking jobs and employers seeking candidates. Youth referred by YES have been coached on the techniques of the job search, professionalism in the workplace, and follow-up skills. Please take a moment to review the benefits using the Youth Employment Service below.

- Potential employers are referred to you for temporary, seasonal, permanent, part-time, and full-time employment opportunities.
- Potential employees are referred for even "one-time only" requests.
- Young adults between the ages of 15 – 22 will be referred for positions in retail, clerical, food service, cashier, stock, maintenance, inventory, and much more, depending on your hiring needs.
- You will receive an invitation to participate in our annual Job and Careen Expo, which is typically held in the spring and attended by over 400 youth and 50 employers. This event is a great opportunity to build a pipeline on candidates or hire on-the-spot for immediate openings.

If you would like to post your job opening with the Youth Employment Service to begin the flow of candidates free of charge, please go to www.simivalley.org/YESJobPosting. If you have any questions, please contact me at (805) 583-6766. I look forward to working with you.

Sincerely,

Kristin Tignac
Youth Employment Service Coordinator

130/08-14