

**Attn: Richmond City Council**

Dear Mayor Malcolm Brodie and Councillors,

Since 1968, the Service Canada Centre for Youth (SCCY) has been assisting youth in obtaining summer employment and gaining job search skills while, at the same time, helping employers fill their job vacancies. **All of our services are provided at no charge.**

We would like to a 5-10 minute presentation at one of the meetings of Richmond City of Council or a booth to share about the programs and services that we can provide. Our visit will be conducted by our Youth Services Officers, who have the experience to help youth and employers connect for successful employment.

We know how valuable your time is and we will work hard to tailor our presentation to meet your needs. Our services are as follows:

- Job search strategies
- Resume and cover letter writing
- Interview skills
- Employment standards
- Occupational health and safety
- Canada Student Loans (including funding for post-secondary education in general)
- Other youth related services offered by the Government of Canada
- Programs and services offered by Service Canada

We are certain that our presentation regarding our services would be beneficial to you.

To book a NO CHARGE 5-10 minute presentation or a booth, please call me back at the number listed below, or send a short e-mail message with your requested dates and times. Please contact us early to get your preferred dates.

If you could get back to us within three (3) business days with your details and requests, it would make it easier for us to accommodate your requests. Thank you very much and have a nice day.

***Katerina Marta***

Youth Services Officer

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