

ASPEN FALLS HUMAN RESOURCES

*500 S Aspen Street
Aspen Falls, CA 93463*

May 8, 2014

Dr. George Gato
Aspen Falls Community College
1 College Drive
Aspen Falls, CA 93464

Dear Dr. Gato:

Subject: City Hall Internships

Thank you so much for your letter offering the services of your Information Systems Department students. We currently have several projects that might benefit both City Hall and your students.

I have attached a description of the positions we are currently seeking. Please call me at (805) 555-1016 to discuss this further.

We have several positions open for students with skills in the four Office applications: Word, Excel, PowerPoint, and Access. We also need students capable of working with our IT Services Help Desk.

Sincerely,

Evelyn Stone
Human Resources Director

Internship Positions

Office Assistants

We need students with a high level of organizational skills to assist office managers with various projects such as organizing outings for the Parks and Recreation Department. We need interns who can use Word to write business style memos, letters, and reports. We also need interns who can design effective newsletters and perform mail merge.

Presentation Designers

Many of our employees have asked for assistance designing PowerPoint presentations. We need students who can transform the content provided by these employees into effective and dynamic presentations.

Assistant Analysts

Most city budgets and plans are presented in Excel workbooks. We need interns who can help create and format these spreadsheets. Students will work in this capacity need to understand proper business formatting techniques, apply basic mathematical operations, create accurate charts, and perform fundamental statistical analysis.

Database Designers

Many employees use Access to work with the city's database. Several more manage their own standalone Access databases for use within their respective departments. Therefore, we need interns who can design Access tables, forms, queries and reports.

Community Center Computer Classes

The five community centers offer the following computer classes once a month:

- Introduction to Computers and Windows 8
- Using the Internet
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

We offer other classes intermittently.

Help Desk Technicians

Our IT Services department maintains a Help Desk that services all our employees' questions regarding Microsoft Office and any problems they have with their computers. We need students well versed in Microsoft Office applications and capable of assisting others to troubleshoot technology related issues.