

{Date}

Catherine Jones
Associate Vice President of Workforce Development
McHenry County College
8900 US Highway 14
Crystal Lake, IL 60012

Dear Catherine,

On behalf of **{Company}**, I am pleased to convey our commitment to provide internship opportunities for students from McHenry County high schools as part of the Construction Management 2025 High School Summer Internship program. This program expands opportunities for students to broaden awareness of career opportunities within the construction industry and participate in meaningful work-based learning opportunities, while also earning a competitive part-time wage.

During the 2025 Internship Program, **{Company}** will provide students with paid internship(s) that will span ten weeks in duration, providing 29 hours of employment per week at \$16 per hour. Internships will run from June 2 through August 7, 2025. To support this work-based learning opportunity, MCC grant funds from the Illinois Community College Board will provide a 50% reimbursement of intern wages to each employer. **{Company}** commits to creating **{number}** internship position(s).

In support developing a future workforce, McHenry County College (MCC) will provide coordination and support for this project. MCC will recruit eligible students, coordinate placement interviews with participating companies, and provide a virtual onboarding/orientation meeting for selected interns. **{Company}** agrees to provide a lead internship contact who will be responsible for ensuring that all program deadlines are met and name an on-site supervisor(s) who will serve as internship mentor and oversee the completion of measurable learning objectives for each intern.

The goals of the Construction Management High School Summer Internship program are to increase awareness of career opportunities in the construction industry, increase the number of individuals seeking permanent employment in the industry, and serve as a pipeline to education. We look forward to collaborating with other members of the Construction Management Advisory Committee and MCC on this endeavor.

Sincerely,

{NAME}
{Title}