

# Technical Opportunities Program

## SAMPLE CASE MANAGEMENT OFFER LETTER

««Date»»

««AddressBlock»»

Dear Ms. ««GreetingLine»»

After participating in the assessment process for Chicago Women in Trades (CWIT) Technical Opportunities Program, we have decided that we can best help you reach your goal of becoming a tradeswoman by providing you with personalized case management. We would like to help you outline and achieve the necessary steps to improve your scores and make your application competitive for CWIT's Technical Opportunities Program (T.O.P.) or a union apprenticeship.

Through CWIT's client services, we offer referrals to educational programs and community services providers, as well as tutoring, study groups and individual case management that will help prepare you for entrance into the CWIT's T.O.P. and/or apprenticeship programs. While we have limited resources, we strive to provide the most effective case management possible to our clients. We ask that any individual who receives case management services fully commits herself to actively participating in a plan designed to help her achieve her goals. CWIT's Case Management Department offers assistance and/or referrals for the following:

- Obtaining high school diploma or GED
- Obtaining driver's license or permit
- Improving math, measuring, mechanical reasoning, and spatial relations skills
- Improving physical conditioning skills
- Independent studies and apprenticeship guidance

Please join us on **Wednesday, October 4<sup>th</sup> at 6:00 p.m.** at **1455 S. Michigan Ave., Suite 210** to take the next step toward a career in construction. This session is an orientation where you will begin preparation to help you become successful in entering the construction industry.

**Please contact Sarah Letson, CWIT Case Manager at 312.942.1444 extension 250 to confirm your participation and reserve your seat.** As with all CWIT activities, this session will begin on time. We look forward to working with you and helping you achieve your aspirations.

Sincerely,

Deanna Hodges  
Outreach & Client Services Manager



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