



San Bernardino Employment and Training Agency  
600 North Arrowhead Avenue, Suite 300  
San Bernardino, CA 92401-1148

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8/19/2011

#SB - 0001

ABC Industries, Inc  
123 Main Street  
San Bernardino, California 92401

Dear Sir or Madam,

Starting at the end of this month, you will be contacted by phone on behalf of the City of San Bernardino Employment and Training Agency (SBETA) regarding a labor market survey. As part of this survey, you will be asked questions that will help us to assist both employers and job seekers to better prepare for future employment opportunities.

This survey will be short, as we understand that your time is valuable. However, in order for us to get accurate data, **we need your participation**, even if you currently have no job openings.

SBETA has been working in the San Bernardino, Inland Empire area for nearly 30 years, assisting job seekers and businesses with their employment needs. We offer no-cost labor market information, recruitment and screening services, information on tax incentive programs, training and more. Our services can be customized to meet your specific needs.

In this difficult economy, we know how important it is for you as a potential employer to have the best trained and equipped applicants. In order for SBETA to successfully connect employers to qualified applicants and improve training programs, we must have an accurate understanding of the area's current employment needs. The area's employment needs can only be understood with your assistance in completing the survey.

If you have any questions regarding this survey, please visit [www.SBETA.com/Survey](http://www.SBETA.com/Survey) or call our helpline at 855-204-7750.

Thank you in advance for your help.

Sincerely,

Ernest B. Dowdy  
Executive Director  
San Bernardino Employment and Training Agency

If you would like more information about SBETA and the services we offer, please visit [www.SBETA.com](http://www.SBETA.com) or call (909) 888-7881