

School Letterhead

Inside address

Dear Counselor:

I would like to take this opportunity to introduce myself. I am the -----instructor at xxxxx CTC. My career has covered/encompassed/been comprised of _____.

I began teaching at -----CTC in 2009. I enjoy my position and have seen numbers of students excel in the curriculum. The completion rate is: 95% and all students have the opportunity to participate in SkillsUSA leadership activities. As a matter of fact, ## students have been state SkillsUSA competitors and ## have served as state officers for the organization. Most recently, ## scored proficient on their skills certificate test and ##/% scored at proficient or above on their PSSA tests. Finally, students completing my program have recently enrolled in -----programs at several postsecondary institutions such as:

So, what is lacking in my classes? Girls. Did you know that females have a 90% chance of being the sole provider for their household sometime in their lives? Two of the requirements for the receipt of federal Perkins Career and Technical Education funds are the enrollment and retention of nontraditional students. Nontraditional refers to careers where one gender comprises less than 25% of the individuals employed in that occupation. In our case, there have only been ---# girls enrolled in the program the past 10 years. If this pattern persists, girls will be left out of high tech, high-skilled jobs that pay family-sustaining wages.

Why do I think that females can succeed in this career? (List characteristics such as attention to detail, depth perception for detailing, multi-tasking, smaller hands manual dexterity or whatever is applicable to the program/career). It is suggested that girls may be more comfortable and be more likely to succeed if they have a buddy. Please notify me of an interested student and possibly we can introduce her to undecided females attending other districts prior to their making a decision on their first choice.

For assistance in counseling parents and students on this very important decision, the Pennsylvania Department of Education, Bureau of Career and Technical Education has a number of nontraditional counseling activities/instruments on:

http://www.portal.state.pa.us/portal/server.pt/community/perkins/7338/nontraditional_programs/507841

If you have any questions about my program, competencies, wages, postsecondary and career opportunities, etc.; I would welcome the occasion to speak to you, interested students and parents. I am available between 10:30 and 11:00 daily. My telephone number is: or you can email me at:

I look forward to working with you in helping students achieve their educational and career goals. The mission of the Pennsylvania Department of Education is to enable each individual to grow into an inspired, productive, fulfilled lifelong learner. Together, we can make this happen.

Sincerely,

Instructor