

_____ Department

Date

Name

Company Name

Address

City, State info

Dear Name _____,

Cerritos College is committed to excellence in its **(CTE Program name)**. To help us achieve this goal, we reach out to leaders in business and industry by asking them to work with us in an advisory capacity to improve our **(CTE Program name)**.

We would like to invite you to become a valuable member of our **CTE Program name** advisory committee. By participating on this committee, you will have an opportunity to guide **Cerritos College** in preparing students for their next steps and to promote, evaluate, and improve our **program**. Your input allows us to:

- Link business and industry processes, equipment and replication of work environments
- Guide, strengthen and improve our existing program
- Define worker knowledge and skill needs
- Develop professional opportunities
- Determine potential curriculum changes

The **(CTE Program name)** advisory committee meets **two** times each school year. The first meeting will be held in **April** and the second meeting is held in the **fall**.

Enclosed please find an informational roadmap about our **CTE Program name's** certificates and the classes needed to complete that/those certificates.

Please indicate your willingness to serve on this committee by calling me at **(562) 860-2451 ext. _____** or emailing me at _____@cerritos.edu if you have questions.

Thank you for your consideration of this opportunity.

Sincerely,

Name

Department Chair of _____