



**Lee's Summit West High School  
Christy Rutherford  
Marketing Coordinator  
2600 SW Ward Rd Lee's Summit, MO 64082  
(816) 986-4036**



August 7, 2007

Dear Employer:

I would like to take this opportunity to thank you for participating in the marketing internship program at Lee's Summit West High School. The training and experience that your company provides is a valuable part of the student's educational experience.

The other way in which you help the student is through quarterly evaluations. I will be getting these to you about two weeks prior to the end of the grading period. It is important for these evaluations to be fair and accurate representation of the student's job performance for the given period. If there are areas that need work, please feel free to indicate these to me. Likewise, positive areas of performance enable me to give the student praise in the areas in which they are doing well. While the evaluations do help determine the student's grade, semester grades are also affected by classroom performance. Indicating areas that need improvement does not sentence a student to a bad grade, but simply helps me gear classroom instruction to better meet their needs.

In addition to formal evaluations, I will be calling periodically to touch base with you on any situations in which you might need my assistance. Please remember that since semester credit is tied to this job, it is very important to contact me if any situation should arise that would jeopardize the student's job standing, and thus, their credit. If you have any questions or concerns please feel free to contact me at 816-986-4036.

I am looking forward to meeting and working with you in the coming year to provide the best possible training for our students. Thanks again for your participation.

Sincerely,

Christy Rutherford  
Marketing Coordinator