



March 22, 2018

RE: Paid summer work experience at Ghirardelli for San Leandro High School Alumni entering their junior or senior year in college!

To the parents of San Leandro High School alumni,

For a fifth year, **Ghirardelli Chocolate Company** is excited to invite talented **undergraduates entering their junior or senior year** to apply for a challenging, hands-on experience in the Consumer Packaged Goods Industry. **This paid, seven-week summer work experience runs June 18 - August 3, 2018.**

In 2012, Ghirardelli announced a generous financial partnership with the San Leandro Education Foundation's SLED100 campaign, along with a commitment to launch a **summer work experience program** for San Leandro High School alumni currently attending a four-year college. In 2014, the program was piloted with five SLHS alumni and it has been a great success every year since. Ghirardelli is once again offering the program in 2018 and SLED is reaching out to **former San Leandro Scholarship Foundation recipients** to inform them of this unique opportunity. To find out more about SLED's accomplishments and how to get involved, visit www.sledfund.org.

The summer work experience will combine meaningful on the job work experience along with other activities such as interview skills training, chocolate school, and more. Ghirardelli is **hiring a total of 6 individuals** this year, four at our corporate location in San Leandro supporting our Information Technology, Research & Development, or Human Resources departments, and two supporting our stores out in the field in Sales Merchandising in San Francisco and the Greater Bay Area. This is a **paid work experience at \$18/hour for 37 hours per week**. All hires are free to leave at 2pm from Ghirardelli on Fridays during the summer.

To be considered for this opportunity, **please have your son or daughter submit a resume AND brief cover letter (not in the body of an email) indicating the area(s) in which he/she would like to work and why. (No more than 250 words.)** Applicants must be sure to include all current contact information including: name, address, phone number, and email address as well as the year they graduated from San Leandro High.

Ghirardelli will be accepting **six** hires for the 2018 summer work experience program. All submissions, questions or comments should be sent to **Ghirardelli@sledfund.org**

Summaries of each position are attached with this letter. The **deadline to receive all applications is April 23th, 2018**. If your application is selected, you will be contacted for an interview in mid-May.

Sincerely,

Morgan Mack-Rose
Executive Director