



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | www.ivc.edu

May 24, 2016

Rotary District 5320
Grants Management Team
Thomas Robinson, District Grants Chair
P.O. Box 3970
Orange, CA 92857-0970

Dear Mr. Thomas Robinson,

This letter is in support of the District Designated Fund Grant submitted by the Rotary Club of Irvine entitled *Vocational & Life Skills Training Program*. Irvine Valley College (IVC) is pleased to partner with the Rotary Club of Irvine to host a one-day Career Services Summit to improve job-readiness skills for students.

The proposed Career Services Summit will be a one-day event scheduled for October 9, 2016 that will provide IVC students and the community members with the opportunity to practice interview skills, to develop an effective résumé, and to learn numerous other important “soft skills” that will assist their efforts towards gainful employment.

IVC proposes to offer the use of facilities and materials to support this Student Services Project and welcomes the opportunity to partner and work in participation with Brandman University and the Rotary Club of Irvine.

Cordially,

Linda M. Fontanilla, EdD
Vice President for Student Services
lfontanilla@ivc.edu
(949) 451-5624