Good afternoon,

I wanted to reach out to you to let you know that our company has a couple Career Opportunities/Job Openings that we are hoping to share with your graduating seniors. These are new positions due to the recent and projected growth of our company.  We are hoping that you may have some seniors in your program who may be looking for career opportunities upon their graduation this spring.

The first position is for an Assistant Technician. This position would be a full time 32 – 40 hour a week position. The helper/ Assistant Technician would be mentored by and riding with one of our experienced licensed technicians. They would be assisting with the cabling and installing of security alarm systems as well as the maintenance of banking systems.

The second position is for an Administrative Professional to join our office team. This position would be a part time 24 – 32 hour a week position – with the potential of full time hours. The Administrative Professional would be trained to assist with inventory management, dispatching and scheduling of service calls, basic accounting/bookkeeping, and would be trained to be the first line of technical guidance to our customers calling in with questions in regards to their security alarm systems. A candidate who has the aptitude and enjoys computer software programs, computer networking and math.

We would be offering on the job training, competitive starting wages, reliable year round work,  and an excellent benefit package. We are looking for job candidates who are reliable, have great attendance, attentive and willing to learn, with great work ethics.

Here is a link to our website for more information about our company: <https://cayersecurity.com/>

Please let us know if you would like a job description that you could share with your students.  Feel free to give me a call if you would like any additional information or have any questions.

Sincerely,

Cynthia J. Cayer, VP

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