



New Mexico State University Alamogordo
 SUN PATH Program Office
 2400 North Scenic Drive
 Alamogordo, NM 88310
 Phone: 575-439-3876 Fax: 575-439-3642

EXAMPLE
 LETTER
 FORMAT

MAILED

SEP 8, 2015

September 2, 2015



SUN PATH Program Form: NMSU-A Online Healthcare Course

Dear

Prof. Ross and I are sending you the enclosed form and self-addressed stamped envelope to let you know about the U.S. Department of Labor’s SUN PATH grant. The grant is improving healthcare career education in New Mexico including this online course.

Returning the form to us will get you a free online account with the New Mexico Workforce Connection and will help Department of Labor assess the grant’s success. Registration with Workforce Connection will put you in contact with the job development career coach (JDCC). The JDCC can assist you with your resume, work environment assessment and skills training, and can help with your job search in New Mexico. These services are free to all participants and form completion is not compulsory.

Please let us know any questions you may have. Thank you.

Sincerely,

Daron Patton, MPH, RS
 SUN PATH Coordinator
 NMSU Alamogordo
 2400 N. Scenic Drive
 Alamogordo, NM 88310
 Phone: 575-439-3876
dkpatton@nmsu.edu

Becky Ross, RN, MSN
 Allied Health Director
 NMSU Alamogordo
 2400 N. Scenic Drive
 Alamogordo, NM 88310
 Phone: 575-439-3873
bross@nmsu.edu

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