**Dear Sir or Madam:**

Whether you accept a Resume, Job Application, complete a Job Interview or provide Direct Job Offers, we would like to thank you for being an integral part of the Workforce System for Trade affected workers. We greatly appreciate your efforts in returning Illinoisans to suitable employment. By signing the statement below, you provide the necessary documentation to reimburse a Trade Act program participant for costs incurred for eligible job search activities. *Thanks for your collaboration!*

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| **Customer Name:**  |

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| Date of Contact: | Time of Contact:  |
| Employer:  |
| Employer Contact: | Employer Phone: |
| Work Location:  |
| Position Applying For:  | Salary of Position:  |
| ***The Employer is asked to check all job search activities completed by the employer and customer:*** [ ]  Attended Job Fair, and Submitted Resume [ ]  Attended Job Fair, and Submitted Job Application [ ]  Attended Job Fair, and Completed Job Interview [ ]  Suitable Employment Offered |
| Comments: |
| Employer Signature: |

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