



# Novi Community School District

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**Novi Career Prep High School & Adult Education**  
25345 Taft Road, Novi, MI 48374 (248) 449-1717 Fax (248) 449-1719

Ms. Jennifer Llewellyn, Manager  
Oakland County Workforce Development/  
Oakland County Michigan Works!  
2100 Pontiac Lake Road  
Building 49W  
Waterford, MI 48328

Dear Ms. Jennifer Llewellyn,

Novi Career Prep High School and Adult Education has had a wonderful collaboration with Oakland County Michigan Works!, Novi. We currently are employing two Paid Interns through the Michigan Works! WIOA program. The interns, who are also high school students at our program, are able to complete their high school requirements while gaining employability skills.

Our students have been able to work with our program placed Michigan Works! Career Adviser/Case Manager, Michael Gaden, in tasks involving exploration of career interests. As WIOA Youth participants, our students have also been receiving guidance in career exploration, training opportunities to consider after high school, employability readiness, proper worksite manners, punctuality, attire, and communication. Throughout the months that our interns have been with us, they have been a tremendous help to our program, and have gained employment confidence as well.

We are very grateful for our collaboration with Oakland County Michigan Works!, Novi, and wish to express our thanks! We take pride in providing not just high school completion, but also preparation for career readiness, as our school name suggests.

Sincerely,

Linda Cianferra  
Director of Novi Alternative & Adult Education Program