



Matthew H. Mead  
Governor

# State of Wyoming Department of Workforce Services

Research & Planning  
P.O. Box 2760  
Casper, WY 82601  
307.473.3807 ■ Fax: 307.473.3829  
<http://doe.state.wy.us/LMI/>



Joan K. Evans  
Director  
Lisa M. Osvold  
Deputy Director

(Date)  
[IDNum]

[Firm Name]  
[Firm Address Line 1]  
[Firm Address Line 2]  
[Firm City State Zip]

Dear Wyoming Employer:

Recently we asked you to participate in the Job Skills Survey. So far we have not received your responses. Because you represent many businesses, and because you know the skills of your employees best, your response is critical.

Job skills information is used to help inform prospective employees about the most important skills needed to be successful in workplaces like yours. The information also helps educators and training providers know what job skills they need to be teaching students so they are prepared to be effective workers.

Your data will be combined with information from other respondents so that no individual employer's data can be identified. The information will be used for statistical purposes only and will be held in confidence to the fullest extent permitted by law. Survey results will be published online at <http://doe.state.wy.us/lmi/energy.htm>.

To make it easy for you to provide the information, you can use the enclosed survey form, report by telephone or by fax. We request that you provide the information within two weeks. If you have any questions, please contact Lisa Knapp toll free at 1-866-579-3873 or [lisa.knapp@wyo.gov](mailto:lisa.knapp@wyo.gov).

Thank you for your time and assistance in completing the survey. If you have already returned the questionnaire, thank you for your responses.

Sincerely,

Lisa Knapp  
Survey Manager

Enclosures