



State of Wyoming Department of Workforce Services



Matthew H. Mead
Governor

Research & Planning
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(Date)
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Dear Wyoming Employer:

Enclosed [is/are # questionnaires] regarding the skill requirements of jobs in your firm. This survey focuses on jobs filled by your firm during the (____) quarter of year. The information gathered during this project will be used by educators, employment training organizations, and vocational counselors to identify what skills are most needed by employers in the state and develop curriculums emphasizing those skills. This will help you and employers like you access the skilled labor force essential to your businesses.

Positions from your company were randomly selected to represent many businesses so it is important that you complete the forms and return them as soon as possible. For your convenience, you may respond by any of the following methods:

- Completing the questionnaire and returning it in the stamped self-addressed return envelope.
- Faxing it to us at 307-473-3829 or 1-877-827-9511.
- Calling us toll free at 1-866-579-3873 and providing your responses to us over the phone.

Please respond to this questionnaire by (Date).

The results of this study will be published and distributed to those who are concerned with employee skills in order to encourage discussion. These results will also be posted on our website at <http://doe.state.wy.us/LMI> . All of the information provided by you will be kept confidential by law. For more information on our confidentiality policies or this study, please contact Lisa Knapp toll free at 1-866-579-3873 or LKnapp@state.wy.us .

Sincerely,

Lisa Knapp
Survey Manager

Enclosures