

Name

City and State - Phone Number - Email

Date

Dear (insert key names),

I'm seeking to work for you, your team and company because I'm genuinely interested in what you do. With a little bit of help I can be one of the best employees you have ever had.

My Strengths Are:

- I am competent using all sorts of tools to take apart and put back together machines/mechanisms.
- I am competent in understanding how a mechanism operates.
- I am capable of figuring out and identifying what part of a mechanism is broken or not working properly.
- I am intelligent and able to learn all of the components of a mechanism that are new to me in a very short period of time.
- I am very teachable and will learn the process for taking apart and putting back together new mechanisms very quickly.
- I am as reliable as anyone you've ever met.
- I can work long periods of time staying focused and productive.
- I am highly social and fun to be around, once acclimated in the work environment.

My Supports Are:

- My parents help make sure I am wherever I need to be and on time everytime.
- My parents (especially my mom) are willing to help the employer learn and understand my style of communication.
- I have multiple Job Coaches I've been working with for 3 years that can support me (and you) as I learn the job and on-going.

Challenges I Sometimes Have In The Workplace And Strategies To Support Me Are:

- Learning how to do a new task.
 - Show me exactly how you want me to do something and include a visual guide.
 - Provide me extra time to learn the new task.
- Working at the pace you need me to work.
 - Provide me with exact timelines to finish specific tasks.
 - Help to reduce any distractions that may prevent me from focusing on a specific task.
- Taking directions from multiple people.
 - Designate one or two people that provide me direction and that I can go to for help when needed.
- Having to change directions or tasks before completing something I've been asked to do.
 - Allow me to finish an assigned task before having me work on something else.
 - Try to keep my schedule and tasks as consistent as possible.

Successes For The Company Are:

- A wonderful employee who is really passionate about having a job and the quality of his work.
- Learning the unique qualities, skills and abilities of someone with autism and how it improves the company's bottom line, customer satisfaction and overall team satisfaction.