



CITY OF BLYTHEVILLE  
OUR CHOICE, OUR CITY

124 W. Walnut  
Blytheville, Arkansas 72315  
Tel 870.763.3602  
Fax 870.762.0443

Wednesday, February 22, 2024

Dear Sir or Madame:

The City of Blytheville is pleased to announce its Summer Youth Employment Program. It is our intent to recruit young people ages 16-19 (up to May 2024 high school graduates) that live and attend school in the Blytheville area who desire to improve their work readiness skills and explore career pathways through paid summer jobs in a variety of businesses and industries throughout the Blytheville service area. The projected time frame is June 10th to July 19th.

We would like to place these student workers in various positions throughout Blytheville and within industries or businesses where they can begin to develop work readiness skills and explore career pathways. We are requesting your consideration in filling a few age-appropriate positions within your agency/organization to provide this summer work experience. This program will provide sponsorship of positions and is of no cost to the employer. The six-week program will, however, require the employer to complete supervisory reports, time-keeping records, and an End-of-Cycle evaluation on each student worker.

If you find that you are able to accommodate this request, please contact Alisha Williams in the Human Resources Office, [awilliams@cityofblytheville.com](mailto:awilliams@cityofblytheville.com) or 870-763-3858. We will need to know the nature of the position and how many workers you can employ. The City of Blytheville thanks you in advance for your time and consideration. We look forward to hearing from you soon.

Warm regards,

Alisha S. Williams, MPA, MAT  
HR Director