

December 11, 2017

Wilshire-Metro WorkSource Center
Community Career Development, Inc.
3550 Wilshire Blvd., Suite 500
Los Angeles, CA 90010

To Whom It May Concern:

Arnold & Porter Kaye Scholer is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, color, creed, religion, national origin, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), age, marital status, sexual orientation, gender, gender identity, gender expression, transgender, disability, medical condition, family leave status, citizenship status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. Our Firm's equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment, training, compensation, benefits, promotions, disciplinary action and terminations. To achieve our goal of equal opportunity, Arnold & Porter Kaye Scholer maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, individuals with disabilities and protected veterans. We would appreciate Wilshire-Metro WorkSource Center's assistance in the Firm's efforts to achieve its affirmative action and equal opportunity goals.

Therefore, we request that the Wilshire-Metro WorkSource Center refer qualified minorities, females, individuals with disabilities and protected veterans for available positions at Arnold & Porter Kaye Scholer LLP. We are a law firm and attached is a list of current open positions. Please submit applications for our open positions online at www.apks.com.

Although we specifically have requested that the Wilshire-Metro WorkSource Center refer minority group members, females, individuals with disabilities, and veterans, Arnold & Porter Kaye Scholer LLP welcomes referrals of all qualified applicants regardless of their race, color, creed, religion, national origin, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), age, marital status, sexual orientation, gender, gender identity, gender expression, transgender, disability, medical condition, family leave status, citizenship status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.

ARNOLD & PORTER
| KAYE SCHOLER

Send resumes and salary requirements to:

Arnold & Porter Kaye Scholer LLP
Attn: Stephanie Heeg
601 Massachusetts Ave, NW
Washington, DC 20001
Fax: (202) 942-5999

Thank you for your cooperation in this matter.

Sincerely,

Janet R. Robin

Enclosure