



## ACCOUNT MANAGER TRAINING PROGRAM

April 2006

Dear Potential Applicant,

Do you want a career in the field of information technology but can't find a way to break in? The Vermont ITAR Program may be your ticket to ride. The Vermont ITAR Program (stands for Information Technology Apprenticeship Readiness Program) is designed to transform motivated individuals into high performing employees for companies in the IT field.



The program offers qualified Vermonters the opportunity to be educated, mentored and employed in customer support careers. The program is free of charge and leads directly to guaranteed jobs. It is a great way to start a new and rewarding career in the information technology field. To date, the ITAR program has successfully graduated and placed 65 IT apprentices at participating employers here in Vermont.

The Vermont ITAR Program is a collaborative effort of Vermont HITEC, the Vermont Department of Labor, the Vermont Department of Economic Development and participating employers.

### **New Job Opportunities Are Available!**

Vermont HITEC is proud to announce the development of its third Vermont ITAR Program with a Burlington-based company called Dealer.com. The company was founded in 1997 in Burlington, Vermont. Since that time it has become a leader in providing website solutions for car dealerships all over North America. The Dealer.com suite of web solutions have grown to include leading CRM and inventory management tools, regional automotive website portals and new vehicle data systems. For more information please visit the Dealer.com website at [www.dealer.com](http://www.dealer.com).

With an ever-growing industry demand for results-driven, consumer-friendly web solutions, Dealer.com is proudly moving forward with its mission to become the most sought after automotive web solution provider in the world and they need your help! Currently, Dealer.com is in need of an additional ten (10) qualified people to become part of their aggressive Account Manager team. The Vermont ITAR Program is prepared to ready you for that career in a way that will make you and Dealer.com a success.

If you were selected to participate in the Vermont ITAR Program, you would become immersed in the information and technologies necessary to perform as a member of the Dealer.com Account Management team. Our eight-week, intensive education program is **free** to all selected participants. The ITAR education program features intensive course work and hands-on instruction. Classes are held at the worksite Monday through Friday from 9:00am to 6:00pm, with significant homework each night and on weekends. Successful graduates of this session will be offered full-time paid apprenticeship positions within Dealer.com's Account Manager team. **Apprenticeship starting pay is \$25,000 with full benefits.**

Following the 8-week program, the apprenticeship with Dealer.com will involve additional classroom education and intensive hands-on activities lead by a dedicated mentor. Salaries will increase to **\$32,500 at six months** and then up to **\$40,000 at one year**, provided that you are maintaining specified performance objectives. These objectives are evaluated regularly throughout the apprenticeship period.

## Cost to Participate

The Vermont ITAR Program is valued at approximately \$12,000 per participant. For successful graduates, there is no cost associated with participating in the program. Students are provided with all necessary materials to complete the education program, including textbooks and classroom computers. Each graduate will receive a certificate of completion from Vermont HITEC and a job offer as an account manager at Dealer.com.

Applicants will need to demonstrate that they are prepared to pay for their living expenses during the eight-week education period. Each participant will also be asked to sign a "good faith" \$5,000 promissory note. This note will be waived upon successful completion of the eight-week program, and after remaining employed with Dealer.com for one year.

## Application Process

All interested applicants must apply online by visiting [www.vhitec.org](http://www.vhitec.org). Simply click on the "Dealer.com Account Manager ITAR Apply Now" icon. The deadline for applying to this session is **May 15th**. All interested applicants must also attend an Orientation Session being held on **Monday, May 15th**, at the Sheraton Hotel Conference Center in Burlington. Attendance at the event is mandatory for those interested in applying for participation in the program. You will be expected to arrive at the event promptly at 5:45pm and should plan to stay until 9:00pm.

The Orientation Session will provide you with detailed information about participation in the program. It will include presentations by Vermont HITEC, the Apprenticeship Division of the Vermont Department of Labor and Dealer.com. The presentation will conclude with a Q&A for all participants. Interested applicants will return to take the necessary aptitude assessments administered by Vermont HITEC and Vermont Department of Labor -- scheduled to be held on May 16 and 17 at 5:45pm at the Vermont Department of Labor's Burlington Career Center. These assessments will take approximately 3-4 hours and are designed to help us understand your aptitude and education needs.

## Selection Process

Based on the applications, resumes, and assessments, a select number of participants will be contacted on May 19th and invited to return for a first round of interviews lasting one hour in a relaxed and informal atmosphere. The interviews are scheduled to be held on May 22nd and 23rd. A select number of first round interviewees will be invited back to interview with Dealer.com, and will be scheduled on May 25th and 26th. From the pool of applicants interviewed, up to ten (10) students will be chosen. The final selection will be based on a candidate's overall desire and potential for success in the program. Selected candidates will be notified by **May 31st**. The first day of class will be **June 5th** with employment beginning **August 1st**.

Thank you for considering participation in the *Vermont ITAR Program*. We are pleased to provide Vermonters with the opportunity to obtain exciting careers in information technology and we wish you the very best of luck in the selection process.

Sincerely,

Julie A. Davis  
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