

**APEX MECHANICAL SYSTEMS, INC.**

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108 N. MAIN STREET, STE. 1

ENGLEWOOD, OH 45322

An Equal Opportunity Employer

November 23, 2011

Miami Valley CTC  
6800 Hoke Road  
Clayton, OH 45315Re: Immediate Job Opening  
Requesting Referral of Qualified Minority/Female Applicants

Apex Mechanical Systems, Inc. has one (1) immediate opening for a commercial/industrial HVAC technician. The position will require the candidate to have a minimum of 5 years of experience in the commercial/industrial HVAC field.

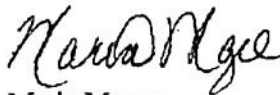
Please either fax or email all referrals to us no later than Friday, December 9, 2011, as this position needs to be filled promptly.

Apex Mechanical Systems, Inc. is an equal opportunity/affirmative action employer. It is our policy not to discriminate against qualified applicants and employees on the basis of personal characteristics such as race, color, religion, sex, sexual orientation, national origin, handicap, or status as a Vietnam-era or special disabled veteran with respect to recruitment, hiring, benefits, promotion, or any other conditions of employment.

Further, it is a policy of Apex Mechanical Systems, Inc. to take affirmative action, where appropriate, to recruit, hire, and promote qualified minorities, women, those with disabilities, and Vietnam-era veterans and special disabled veterans.

We ask you to take note of our policy and refer qualified individuals to us for employment.

Sincerely,

Maria Magee  
Controller

Apex Mechanical Systems, Inc.