

Candice B. Rittenauf

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David Berkowitz
Vice President of Emerging Media at 360i
32 Avenue of the Americas
New York, NY 10013

September 15th, 2017

Dear Mr. Berkowitz,

I am writing in follow up to my conversation with Juan Paige and wish to be considered for the Research Analyst - Marketing position [JD1074A] at 360i. As a loyal digi-blog reader, I've learned about the work 360i has been creating but my conversation with Juan further excited me. Everything from your agency culture, client roster, new office space, strong focus on new media platforms, educational playbooks, and your award winning work is exactly where I hope to begin my career as well as contribute my skills as a recent graduate. My innate curiosity, ability to quickly adapt to new forms of media, and extensive work experience in the marketing industry qualifies me as a strong candidate to join your team.

While at Terry Hines & Associates, I developed an astute understanding on how to utilize social media platforms to market movie releases and promotional events. I was responsible to create a results-oriented strategy by uploading share-worthy content on Facebook and Twitter pages. Furthermore, I evaluated social media content effectiveness at The A List by researching various Blogs and reviewing talents' use of gifts we had provided them. These experiences allowed me to comprehend the necessary tools on how to effectively appraise our social media efforts by tracking various engagement metrics including interactions, content shares, and commenting. Measuring the success of a campaign has become equally valuable to composing a creative campaign in the digital marketing industry and I believe in my ability to make valuable contributions in this department.

I am extremely passionate about working for 360i, a pioneer in digital marketing. With the skills gained through my internships, my fearless thinking style, and the fact that I live and breathe digital in my spare time – I'd be a great fit within your agency. I would enjoy speaking with you to discuss my qualifications further. I can be reached at 617.353.2834 or crittenauf@gmail.com with any questions.

Thank you so much for your time and consideration.

Sincerely,

Candice B. Rittenauf

Helena Hanbasskit

Brighton, MA • (888) 555-1212
HelenaHanbasskit@gmail.com • LinkedIn.com/in/ HelenaHanbasskit

September 15th, 2017

LaToya Allen, Manager of Career Development
Career Collaborative
77 Summer Street, 11th Floor
Boston, MA 02110

Re: Career Coach Position

Dear Ms. Allen,

I recently became familiar with your organization through the NEHRA website. Immediately, Career Collaborative struck me in a powerful way, as a place where lives can change. Since discovering your organization, I have studied your website, watched the company video, read stories of those you've helped, and become passionate about the possibility of working with Career Collaborative. Creating a world in which all adults are able to support themselves and their children is an honorable mission, and I believe I can contribute to your mission significantly as a Career Coach.

For this position, you are looking for an individual with professional work experience and a proven track record of caring for others' professional growth. I have 5+ years of experience in management with a Fortune 500 company, and it is my intention to take the skills I have acquired in progressive management roles and use them to help others grow in their careers. I have demonstrated a commitment to professional development by coaching employees at all levels for improved performance and promotion. I also have experience preparing candidates for interviews and promotions, coaching employees through workplace dynamics, and helping individuals define and achieve their career goals. Now, I am eager to help empower individuals to find success for a lifetime with Career Collaborative.

Through my experience in career development, I have gained the ability to recognize the strengths of each individual, instill confidence in them, and coach them through their areas for growth. My enthusiasm inspires others to excel. I have strong follow-up skills, and I possess the combination of professionalism and compassion that is required for this position. I am excited about the opportunity to follow up with clients to help them achieve continued success.

I truly believe I would be a strong fit with Career Collaborative. I would enjoy speaking with you to discuss my qualifications and the Career Coach position further. Thank you for your time and consideration, and I look forward to speaking with you soon.

Sincerely,

Helena Hanbasskit

Helena Hanbasskit

September 15th, 2017

Mr. James Geiger
Analytic Recruiting, Inc.
Boston, MA

Ref: Job #19381-EFC

Dear Mr. Geiger,

I am writing to express my interest in the **Portfolio Risk Metrics/Asset Allocation (Matlab) Investment Manager** position in Boston. Having recently attended a symposium where Analytic's President Rita Raz spoke regarding the future of capital markets and quantitative finance, and your need for strong analysts with up-to-date skills, I feel I am highly qualified to contribute substantive value to your clients' organizations with my skills.

I am an experienced Portfolio Risk Analyst with a track record of consistently exceeding goals in highly competitive markets. As a pragmatic problem-solver consistently delivering revenue generating results, I offer the following relevant qualifications for your current needs:

YOUR KEY NEEDS

MY QUALIFICATIONS

"...statistical modeling (Matlab) skills to apply econometric analysis for forecasting and stress testing portfolio performance. "

2 years of hands-on Matlab applications and experience specifically directed towards successful portfolio stress testing.

"...Quantitative Masters degree (Computer Science, Engineering, Finance, Economics), CFA a plus."

Masters in Mathematical Finance degree from Boston University; current CFA candidate.

"...technical skills required include Excel VBA, and SQL."

Created, ran, and maintained complex financial models and processes in Pyramid, Access, Excel, and Matlab utilizing VBA and SQL

Continuing is my résumé which further details my qualifications for the Portfolio Risk Analyst. I look forward to speaking with you soon to learn more about this role and the opportunity to positively impact your client's performance.

Sincerely,

Lois Steem

Lynne Felz Parquay

Andover MA ♦ 978.555.1212
 LFParquay@bu.edu ♦ LinkedIn.com/in/LFParquay

September 15th, 2017

Mr. Les Bebchick
 Matec In America
 71 South Street
 Hopkinton, MA 01748

Dear Bebchick,

I am writing to express my interest in the **Regional Sales Manager** position in the Quincy office of Matec. Having read a number of news articles related to your recent growth, I feel I am qualified to support Matec’s mission by contributing substantive value with my directly applicable skills.

I am a top-producing Sales Professional and Relationship Manager with a track record of consistently exceeding goals in direct sales and management of dealer and distributor networks. My extensive consultative sales experience in highly competitive markets has allowed me to become adept at selling in the corner office as well as on the shop floor. As a pragmatic problem-solver consistently delivering revenue generating results, I offer the following relevant qualifications for your current needs:

YOUR KEY NEEDS

MY QUALIFICATIONS

“10+ years of consistent sales management experience...”

Regional Sales Management experience since 2000 in heavy equipment, financial services and order fulfillment systems and software.

“Proven experience in identifying opportunities for business development and delivering on those initiatives.”

Turned around a stagnant territory and grew region by 250%. Shifted dealer mindset from “order taking” to growing the base.

“Analytics, management and relationship development that converts to bottom-line dollars.”

Using account management and relationship building, increased wins 20% to 50% of all sales opportunities. Increased sales call activity 300% in one year with market analysis and thorough pre-planning.

Continuing is my résumé which further details my qualifications for the Regional Sales Manager position. I look forward to speaking with you soon to learn more about this role and the opportunity to positively impact Matec’s performance.

Sincerely,

Lynne Felz Parquay

Abby Rhode

LinkedIn.com/in/AbbyRhode

Dual Citizen: USA / UK

Boston, MA • 617.353.2834 • AbbyRhode@bu.edu

January 4, 2017

Mr. Robert W. Fairbairn
Senior Managing Director - Head of Global Client Group
Blackrock

Dear Mr. Fairbain:

I learned of BlackRock through a case study with one of my professors at Boston University. I am completing my Masters of Mathematical Finance at BU and from my research, I believe there would be an excellent fit between my skills and interests and your potential needs.

I am interested in investment excellence and state-of-the-art analytics and was drawn to your unwavering commitment to service, dynamic client relationships, and assisting clients with a range of services, including an understanding of liabilities and asset allocation needs.

Additionally, I recently read an article in the Economist by your Senior Managing Director and Chief Risk Office, Bennett Golub that was exciting and intriguing. He explained that central to BlackRock's investment management process is market risk management. The Risk & Quantitative Analysis Group takes a globally integrated approach to the analysis and management of risk while also maintaining a strong regional orientation, with a physical presence in our largest investment centers. While risk can never be totally eliminated, this structure allows the team to apply global best practices while working hands-on with individual portfolio managers. Through previous internship experiences, I have established a strong background in quant analytics and I feel these skills would benefit Blackrock.

I feel my qualifications make me well suited to the project areas in which your division of BlackRock is expanding efforts. I would appreciate the opportunity to discuss a position with you, and will contact you later this month. Similarly, if you have any questions or if you need any additional information from me, such as a company application form or transcripts, please do not hesitate to contact me at (617) 353-2834 or via e-mail at AbbyRhode@bu.edu.

Thank you for your time and consideration.

Sincerely,

Abby Rhode

LOU SEGUSI

Saugus, MA

LinkedIn.com/in/Segusi | 888.555.1212 | LouSegousi@gmail.com

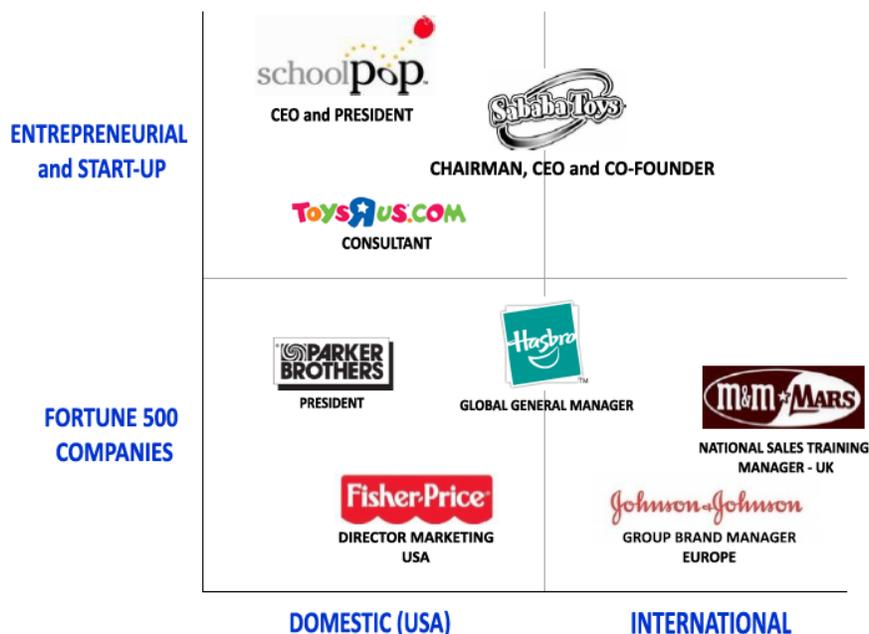
January 4, 2017

Mr. David Schylling, CEO
Schylling Toys
306 Newburyport Turnpike
Rowley, MA 01969 US

Dear Mr. Schylling,

John Barbour, an associate of yours and former colleague of mine, suggested I get in touch with you. John is keenly aware of your business needs and very familiar with the benefit of my contributions in a broad range of industries. As a result, he felt an introduction was warranted.

I am an accomplished Senior Executive with a consistently proven ability to provide strategic vision and effective operational execution in both Fortune 500 and Entrepreneurial/Start-up companies; the impact of my performance spans both domestic and international arenas.



My value proposition embraces all key metrics including significant sales, profit and market share growth, increased consumer awareness, and enhanced brand value for the key product lines and brands involved. I will follow-up with you shortly and look forward to speaking with you to discuss how we may develop a collaborative association.

Sincerely,

Lou Segusi