

Brian McClendon

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January 28, 2015

Adair Ginsberg
Vice President
King & Queen Public Relations
123 Easy Street
New York, NY 00142

Dear Ms. Ginsberg:

I found your name through the Rollins College Alumni Group on LinkedIn. As a graduating senior at Rollins, I am greatly interested in careers in public relations. I am not writing to ask for a job, but am hoping you will consider sharing with me your insight and knowledge about the field, as well as the story of your own career progression.

I am considering a move to New York after graduation in May and would like to discuss where to look for employment opportunities and what steps I can take to prepare myself for a public relations career. For example, should I try to work for a PR firm in a smaller city first or go straight to New York? I would like to learn about your career path and hear any recommendations you have for a new professional living and working in New York.

In order that you may know more about me, I have enclosed my resume. While at Rollins, I enhanced my knowledge from sociology and communications courses with a public relations internship at Best Public Relations in Atlanta. I also have planned special events for the Winter Park Arts Festival, the Office of Admission and the Rollins Outdoor Club. These experiences have confirmed my interest in the field and I welcome your advice on how to best market myself to potential employers. Additionally, are there courses, work or volunteer experiences you recommend I obtain in order to improve my resume?

If possible, I would like to schedule a time to speak with you. I can call you to arrange a time or I may be reached at 407-356-6795 or bmcclendon@gmail.com. I would greatly appreciate any guidance and advice you can provide.

Sincerely,

Brian McClendon

Brian McClendon

Enclosure

1000 Holt Ave- 9856
Winter Park, FL 32789

April 5, 2015

Ms. Olivia Middleton
Associate of the Financing Group
Goldman, Sachs & Co.
85 Broad Street, 17th Floor
New York, NY 10004

Dear Ms. Middleton:

I discovered your name in the Rollins College Center for Career & Life Planning as part of the Candid Career program. I am currently a sophomore at Rollins, and I am greatly interested in investment banking careers. If you are willing, I would really like to hear some of your insight about this field and the story of your personal career progression.

I have lived in Winter Park all of my life, but I would like to determine where the best locations might be for employment opportunities in the investment banking field. I was considering moving to New York, but am concerned about the high level of competition there in this industry. I have enclosed my resume so you can see my current experience and skills. At Rollins I have enhanced my business knowledge through in-class instruction and coursework, participated in an internship at Key Investment Group, and studied abroad in Costa Rica, taking both business and Spanish courses. These experiences have confirmed my interest in finance and investing and I welcome your advice on how to best market myself to potential employers. Additionally, I am interested to hear your recommendations for possible summer internships I can explore in the investment banking field.

If possible, I would like to schedule a time to speak with you. I can call you to arrange a time or I may be reached at 407-555-8939 or AMeyer@gmail.com. I would greatly appreciate any guidance you can provide.

Sincerely,

Angela Meyer
Angela Meyer

Enclosure