

Luke Skyrunner

7 West Orange Ave. • Orlando, FL 32804
845-438-6622 (C) • lskyrunner@rollins.edu

March 24, 2015

Phyllis Smith
Director of Human Resources
MoonTrust Bank
1 Money Plaza
New York, NY 12096

Dear Ms. Smith:

Thank you for taking the time to meet with me to share your knowledge and experiences related to the career field of human resources. I certainly appreciate your time and attention given your busy work schedule.

I found all the information you shared about a career in human resources very helpful. I am particular interested in the information you shared about your certification with the Human Resource Certification Institute (HRCI). In addition, I enjoyed hearing about your career path and the experiences you had before becoming a director of human resources. As you suggested, I plan to join the Student Society of Human Resources Managers and also search the Career Connections database for additional contacts to help improve my networking abilities.

Thank you again for your time and your willingness to share your experiences with me as I explore potential career fields.

Sincerely,

Luke Skyrunner

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1000 Holt Avenue – 3333
Winter Park, FL 32789

February 25, 2015

Mr. William Blair
Director
St. Mary's Retirement Village
2100 North Main Street
Sarasota, FL 42134

Dear Mr. Blair:

I enjoyed meeting with you today to discuss the Activities Coordinator position at St. Mary's Retirement Village. The information you shared regarding the goals and vision of St. Mary's was very exciting. My interest in the Activities Coordinator position was heightened as a result of my interview.

As I mentioned during our discussion, I have planned several major events involving more than 200 participants for non-profit organizations and political associations. Your goal of developing a citywide "Adopt-a-Grandparent" program would require many of the skills that I have demonstrated through my previous experiences. I welcome the opportunity of initiating the "Adopt-a-Grandparent" program and am confident that I could gain the community support and participation you desire. I am equally interested in developing additional educational and social programs for the residents of St. Mary's Retirement Village.

The Activities Coordinator position closely matches my career interests and goals. I remain very interested in the position and would enjoy working with you, Mr. Neilson, and Ms. Fischer. I would bring to the position dedication, maturity, and a positive attitude for the worthwhile projects of St. Mary's.

As per your request, I have instructed my references to forward copies of my recommendation letters. If you need additional information, please feel free to contact me at 407.646.2195 or by email at annette.price@gmail.com. Thank you once again for your consideration. I look forward to hearing from you.

Sincerely,

Annette Price

Annette Price