

July 30, 2015

Host Company  
San Francisco Bay Area, California

To Whom It May Concern:

Please allow me to introduce myself.

My name is Heaweon Lee and I am a Government Endorsed Candidate from the Republic of Korea selected out of thousands of applicants as an exchange visitor to the United States of America (USA) to learn American techniques, methodologies, and technology as part of the Work, English Study, and Travel (WEST) program. South Korea is one of the USA's' most important strategic and economic partners in Asia. In an effort to fulfill my aspiration and meet my country's expectation to become a leader in society, I anticipate your company can offer a bona fide opportunity as a Host Company to enhance my skills and expertise. I am interested in technological innovation management and marketing through participation in a structured and guided work-based training and internship program.

Like you, and your world-class team, I accept nothing less than best, especially since merely gaining additional work experience is not permitted by the Federal laws governing my temporary stay and employment authorization in the USA and any proposal agreed to should not be used as a substitute for ordinary employment or work purposes, nor should it displace American employees. Therefore, receiving trainee from a top executive of a highly respected privately-held company is a very important step for me to gain qualification for possible employment in a career position akin to the progressive role of Under Secretary of Public Affairs and Public Diplomacy.

#### Background of WEST program

Secretary of State Condoleezza Rice and Foreign Minister Yu Myung-hwan of the Republic of Korea signed a Memorandum of Understanding on the WEST (Work, English Study, Travel) Program and expansion of other reciprocal exchange opportunities on September 22 in New York. In August 2008, President George W. Bush and President Lee Myung-bak of the Republic of Korea discussed plans to create new bilateral opportunities for young Americans and Koreans to learn about each other's country by working, studying, and traveling abroad.

The aim of WEST is helping students of the two nations better understand and learn each others' culture and language. It is an innovative exchange program that allows qualifying university students and recent university graduates from the Republic of Korea to enter the USA for a period of 18 months on J-1 exchange visitor visas that allow them to study English, participate in internships, and travel independently.

Intrax, Inc., my J-1 visa sponsor, required me to devote at least 450 classroom hours to structured Business English language training and coursework focused on American business practices and procedures, U.S. corporate culture and general official management issues.

I am at a formative stage of my development after my first internship with btrax, Inc. and I have less than 21 days stipulated by Intrax, Inc. to seek out an employer-employee relationship that satisfies President Park Geun-hye's national policy called the Creative Economy. This initiative seeks to create a supportive ecosystem for entrepreneurs and subject matter experts (SMEs), especially in the tech sector, in order to boost job creation and pursue greater economic democratization within the country.

I welcome a conversation to consult your executive team and human resource staff to chart a course to establish a six (6) month rotational plan--with an appropriate training stipend rate--that conforms with the California Department of Labor Standards Enforcement's (DLSE) strict requirements for trainees. During the training period, I intend to complete a feasibility study of a new concept which can be further developed in a capstone project, a multifaceted assignment that serves as a culminating academic and intellectual experience.

I decided to explore an essential and topical question a little further. By all accounts, the chaotic “new normal” in emerging markets is real. Leadership agility and adaptability are now required skills if organizations are to succeed in a VUCA environment, an acronym that has quickly found its way into the leadership lexicon. It stands for Volatile, Uncertain, Complex and Ambiguous – an apt description of the current and future leadership environment in all sectors of society.

As a way of reaching out to foreign nationals, the internship can be interlinked with your company's public relations effort to propagate awareness of its Corporate Social Responsibility (CSR) activities.

Lastly, I've taken the liberty to identify possible media outlets to request interviews so I can explain how my ideas and insights can benefit the US workforce and work environment of a Host Company I am interested in. The success of training with you could yield social and business outcomes such as building partnerships, promoting mutual understanding, and developing networks for professional relationships that could last through generations.

Thank you for allowing me to articulate my ambition. Should you want to start an open interchange of ideas between myself and associates at your company, I can be reached at 415-610-5332 or simply send an email to my attention at [heaweonlee.trainee@whomentors.com](mailto:heaweonlee.trainee@whomentors.com).

Sincerely,

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