

**APPROACH LETTER**

Referral

821 Stevens Points  
Boston, MA 01990  
April 14, 20\_\_\_\_\_

Terri Fulton  
Director of Personnel  
TRS Corporation  
6311 W. Dover  
Boston, MA 01991

Dear Ms. Fulton:

Alice O'Brien suggested that I contact you about my interest in personnel management. She said you are one of the best people to talk to in regard to careers in personnel.

I am leaving the U.S. Navy after seven years of experience in personnel administration. Because of my positive Navy experience, I would like to continue working in a large organization. However, before I venture further into the civilian job market, I would like to benefit from the experience and knowledge of other professionals in the field who might advise me on opportunities for someone with my qualifications.

Perhaps we could meet briefly sometime during the next two weeks to discuss my career plans. I have several questions which I believe you could help clarify. I will call your office on Tuesday, April 22, to schedule a meeting time.

I look forward to discussing my plans with you.

Sincerely yours,

***Kristine Kellerman***

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