

January 2024

Dear Mr. Hentschel,

I trust this message finds you well. My name is Jenna Skavdahl, and I am a part of the Activities Program and Student Council at Ripon High School. As a component of our curriculum, we emphasize the development of essential interview skills and professionalism, covering areas such as professional attire, resume writing, cover letters, and public speaking.

I have been tasked with securing a professional in the field of Communications for our upcoming 10th Annual Mock Interviews. We are seeking individuals willing to participate either via Zoom, at their workplace, or at our main office building at RHS. If the high school option is preferred, the event will take place on April 25th, 2024, with time slots available at 6:30 pm, 7:00 pm, or 7:30 pm due to limited office space.

Should you choose Zoom or your site, we can be flexible with the dates to accommodate your schedule.

This year, I am focusing on becoming a Director of Communications, and I am keen to gain insights into this profession because I am interested in both the field of communications and the messages sent to the public through communications. Within our ASB program, I serve as ASB President. One of my primary responsibilities is to send a positive message to the student body about events and school culture. I became passionate about both government and communications this year as I am applying for college and discovering different jobs within the communications and political field. It would be great to talk to you to learn about communications on different scales and develop a greater understanding of what Directors of Communications do.

If you agree to participate, you will receive my digital portfolio link containing my resume and cover letter, a set of interview questions, and other pertinent details for the event. During the interview, your feedback is invaluable, and we have provided a grading rubric via Google Form. Verbal feedback immediately following the interview would be highly appreciated. Your involvement represents a unique opportunity to positively impact my future, and I am genuinely excited about this prospect.

To proceed, kindly share your best phone number and email, and I will provide you with all the necessary information to maximize the efficiency of your time.

Your prompt response, as soon as your availability is known, would be sincerely appreciated to ensure the smooth organization of this event.

Thank you for considering this invitation, and I am looking forward to the possibility of your participation.

Best regards,

Jenna Skavdahl
62803815@riponusd.net