

EXHIBIT 10.17 Cover Letter for an Electronics Technician Position

412 Melbrook Avenue
Omaha, NE 77050

June 17, 2012

Mr. Lloyd Johnson
Sonat Technical Supervisor
Lear Electronic Company
1229 Van Owen
Knoxville, TN 37917

Dear Mr. Johnson:

I am interested in working for your company as an electronics technician in the field of systems installation and calibration.

During my tour of duty in the service, I became acquainted with many of your electronic systems aboard ship and was extremely impressed with their design and documentation. I have since pursued a course of studies at Hastings College to increase my competence in the field of electronics. For these reasons, I feel I would be an asset to your company.

Enclosed a copy of my resume for your consideration. I will contact you by telephone next week to set up a meeting to discuss employment opportunities with your company.

Sincerely yours,

Emilio Reyna

Enclosure

EXHIBIT 10.18 Cover Letter for a Public Relations Position

1234 Evanston Avenue
Cambridge, IL 61238

May 16, 2012

Mr. Harrison MacBuren
Director of Personnel
North Hills Mall
Cambridge, IL 61238

Dear Mr. MacBuren:

I am very interested in the position currently available in your public relations department for an assistant to the director of public relations.

As you can see by my resume, my previous administrative experience would be a definite asset to your company. I feel that a vital part of any public relations job is the ability to deal with people. This is a skill I have acquired through many years of volunteer work.

I would like to meet with you to discuss how we might work together for our mutual benefit. I will be contacting you within the week to arrange a convenient meeting time.

Sincerely,

George Herounian

Enclosure

EXHIBIT 10.19 Cover Letter for a Marketing Manager Position

1736 D Street NW
Washington, DC 20006
(202) 555-8192
May 3, 2012

Ms. Emma Major, President
Vendo Corporation
1742 Surf Drive
Fort Lauderdale, FL 33301

Dear Ms. Major:

I was intrigued by the write-up about your new portable vending centers in *Sales Management* magazine. I think it is an extremely good idea.

As you will note from the enclosed resume, my marketing, planning, and sales management experience could be of great assistance to you at this early stage in your project. Enclosed are some specific marketing ideas you might like to review. I would like to make arrangements to meet with you in Florida during the week of May 17 to discuss some of these ideas.

Because of my familiarity with the types of locations and clients you are seeking, I am sure that if we were able to work together in this new venture, the results would reflect my contribution.

I am looking forward to meeting with you and will call next week to arrange for an appointment.

Very truly yours,

Janet Perrill

Enclosure

EXHIBIT 10.20 Letter of Introduction

This will introduce Mary Smith, a trusted and valued member of my staff for the past two and a half years.

During this time Mary has held a key position, performing a variety of secretarial tasks, as well as having full charge of the ordering procedures, maintenance work, and updating in our career resources library. She is keen at spotting deficiencies and was instrumental in developing a more efficient system of updating our materials.

Mary has been recognized by other members of the staff, including the counselors and our program director, the dean of student personnel, as being outstanding in poise, appearance, and reliability. Additionally, and probably most important, she has been exceptionally effective in working with the students, faculty, and professionals who use the resources of our center.

Mary is a good organizer, capable of dealing with concepts and goals and devising systems approaches to problem solving. She is loyal and discreet in dealing with unusual situations and those calling for confidentiality.

If there is anything more you feel you would like to discuss regarding Mary's qualifications, please feel free to contact me.

Very truly yours,

W. T. Jones
Philo Corp.