

January 2024

Dear Michael Hren,

I trust this message finds you well. My name is Payton Miller-Kay, 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 Urban Planning 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 Urban Planning, and I am keen to gain insights into this profession because Urban Planners play a crucial role in shaping sustainable, functional, and aesthetically pleasing cities. They contribute to community development, address environmental concerns, and strive to create inclusive spaces that enhance quality of life. Based on the experiences within my town, I've utilized opportunities to contribute to the bonds within my community and hope to pursue my passions for uniting individuals farther.

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,

Payton Miller-Kay
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