

Dear Mrs. Ana Maria Hurtado,

I am writing to acknowledge the outstanding services that I received from the Department of Labor in Hempstead. Everyone there, from the women at the front desk, to the instructors and counselors provided top notch services. Because of their help, advice, and support, I was able to find a job in my field and at a salary comparable to my last position. I would particularly like to acknowledge the services provided by my counselor Patrick Bruno and Abraham Sabbas, Coordinator for the Department of Occupational Resources.

I met Patrick at the Department of Labor services orientation in January. He gave us an overview of the services offered and strongly encouraged us to return and meet with a counselor to make use of the available resources. About a week or two after the orientation, I met with Patrick one-on-one. He was very encouraging and while talking with him, he signed me up for several classes and also had me take some Prove It! tests to assess my skill level. Over the next couple of months, I took several classes with Abraham where he took the time to learn about each student and tried to relate some part of the class to their profession or situation. I found Abraham to be an engaging instructor who provided relevant and useful information. I continued to meet with Patrick periodically to review my job search status and to also do some Internet job searching with him. Both men helped me to keep a positive attitude and reinforced the fact that I had a strong skill set and that I would find a job.

The job I accepted was one that I had applied for in January, when my application and resume were not acknowledged. In early April, I saw the job was reposted and I resubmitted a better resume and cover letter, based on all I learned from Patrick and Abraham. I received a call the very next day and scheduled an interview. I emailed Patrick to share the good news and he invited me to come in to practice my interviewing skills. While we were going over questions, Abraham joined us to share additional interviewing tips. After letting Patrick know that I received an offer, I also received a call from Abraham, who was equally excited to hear the good news. Because of what I learned in the Salary Negotiation class, I was also able to negotiate a better salary than what was presented in the initial offer. After accepting the offer, I met with both Patrick and Abraham to recap my experiences and to receive tips for the transition to my new job.

I truly believe if I did not have the help of Patrick and Abraham, I would not been granted an interview or done so well in my interview to be offered a job the next day. I'm very grateful for their help and wanted to acknowledge their services and sincere concern for my career development.

Sincerely,

Julie S