

# Broadway Talent Group



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March 28, 2016

To Whom It May Concern,

It is my intention to host student Jane Doe as an intern in the Media Services Department at the *Broadway Talent Group* for the duration of the Fall 2016 academic semester.

Ms. Doe will be working on a variety of projects at *Broadway Talent Group*. We will primarily have her conduct on-line telephone marketing and recruitment to promote the talent booking services offered through *Broadway Talent Group*. We will utilize her communication expertise in advertising our organization's programs and contributing to our organization's monthly newsletter. Additionally, Ms. Doe will be assisting our social media manager by monitoring relevant communications on social media websites that we maintain through Twitter, Facebook, and Instagram. We also plan to have Ms. Doe complete relevant research for content to be posted on our social media platforms.

We anticipate hosting Ms. Doe 21 hours or two full (7.5 hour) days per week. She will work Mondays and Wednesdays between 9am-5pm with a 30-minute break for lunch. We will do everything to ensure she is able to meet the needs of both her academic and internship requirements.

If you have any questions or concerns, please feel free to reach out to me. My information is located below.

Best,

Mr. Harold Adams  
Talent Coordinator  
Broadway Talent Group  
Phone: 555-985-7391  
Email: [HAdams@broadwaytalent.org](mailto:HAdams@broadwaytalent.org)