



5575 South Durango Drive, Suite 106
Las Vegas, Nevada 89113
800-STAR-139 or 702-360-4904

Dear Executive,

I will cut right to the chase since I know you are very busy. I'd like you to seriously consider supporting your assistant's attendance at our Star Achievement Series® course which is our company's elite training program. It has a proven track record and has been taught to hundreds of assistants in companies like Cisco, Humana, Nationwide Insurance, and Procter and Gamble. This year, we are opening this course up to the public.

The Star Achievement course turns potential talent into demonstrable competence, resulting in assistants who move beyond task work to higher level functions. This leads to increased productivity on the managerial and administrative level. Some of the outcomes are:

- Ensures assistants anticipate and meet the increasing demands of today's changing workplace.
- Increased level of output by assistant.
- Teaches assistants to thrive in their chosen profession.
- Instills the skills that will be needed in the future.
- Shows assistants they have the ability for even greater contributions.
- Enhanced interpersonal skills.
- Developing long-term and process planning to better support the overall operations.
- Increased confidence along with a stronger take charge and persuasive attitude.
- Confidence in taking on new tasks.

I would be more than happy to speak with you on the telephone about the results I have witnessed as the creator and master trainer of this course.

Thank you for your time.

Sincerely,

Joan Burge
Founder and CEO