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June 25, 2015

Federal Trade Commission

600 Pennsylvania Avenue, NW

Washington, DC 20580

Dear Ms. Edith Ramirez,

I am a second year student at Capitol Technology University studying Management of Cyber and Information Security, and I am very much interested in working with the Federal Trade Commission in my future career. I am extremely interested in how policies are created and enforced that keep our nation and citizen safe from online attacks.

I was hoping that you would be willing to allow me to speak with you about your experience and what career steps that led to your appointment as a Chairwoman of the Commissioners for Federal Trade Commission.

If you are able and willing to allow me to conduct an informational interview, I believe it would be extremely beneficial to my career development. My contact information can be found above and I was hoping to establish a time to

Thank you for your time and consideration. I am looking forward to the opportunity to speak with you.

Sincerely,

John Doe