



Office Dynamics
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 World Class Assistant Certification/Designation course. I have been teaching assistants how to be world class since 1990. I am recognized as a global leader and industry visionary in the administrative profession. Prior to starting Office Dynamics, I worked as an executive assistant for 20 years. I know the importance of a highly-skilled assistant from both sides of the desk.

The World Class Assistant course is a time-tested, industry-proven powerhouse of learning. Some of the key outcomes are:

- Help your executive maintain a competitive edge.
- Be a conduit for keeping information moving.
- Leverage communication for business success.
- Be tomorrow-focused. Seek opportunities and propose solutions.
- Exude executive presence.
- Take daily workplace changes in stride.
- Understand and apply emotional intelligence.

By attending this program and passing an in-class quiz, your assistant will obtain their Certified World Class Assistant (CWCA) designation thus demonstrating their commitment to their profession.

I would be more than happy to speak with you on the telephone. I promise you will reap the rewards of your investment.

Sincerely,

Joan Burge
Founder and CEO

A handwritten signature in black ink that reads "Joan Burge". The signature is written in a cursive, flowing style.