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December 3, 2015

Mr. Patrick R. Connoy
Minnesota Economic Development Foundation
1769 Lexington Avenue N., #339
Roseville, MN 55113

Dear Patrick,

I would like to thank the Minnesota Economic Development Foundation for awarding our interns, Justine Bliss and Gene Halverson, with an internship scholarship. They were both great workers and helped out tremendously with a few research projects along with day to day tasks.

As required, I am writing this letter to describe the work activities of Gene Halverson, whom I supervised. Gene's responsibilities focused on a couple of research projects that required pulling information together from on-line resources and phone interviews with specific industry executives. Gene also helped the APEX staff in preparing and setting up for our Annual Meeting at the Kitchi Gammi Club, Board Meetings at various venues and Staff meetings in our office. He reviewed periodicals daily looking for articles involving our investor-members and then posted those stories to our website. Gene did other various tasks to keep our website up-to-date along with our internal member contact spreadsheets. Whenever he was in the office, Gene was also responsible for answering our phones and assisting the caller to the extent that he could. Our investor-members are top executives at their respective businesses and Gene had the opportunity to correspond with them on a regular basis either on the phone, through email or at our Annual and Board meetings.

I believe Gene learned much about economic development during his internship with APEX as his letter indicates. He also learned much about protocols of working in a professional environment which will benefit him for a lifetime.

Thank you again for selecting our interns as recipients of your scholarship. Sorry for the delay in submitting the required information to obtain the reimbursement. Please let me know if you need any additional information.

Best regards,

A handwritten signature in cursive script that reads "Sandy Johnson".

Sandy Johnson
Manager, Member Relations & Administration

Let's get down to business.



5/7/2015

Minnesota Economic Development Foundation

Patrick Connoy
1769 Lexington Avenue N. Suite 339
Roseville, MN 55113

Dear Mr. Connoy:

Thank you for selecting our loyal intern Justine for the MEDF scholarship. As a former intern at our organization, it makes me proud to guide new recruits like Justine through our standard economic development community outreach, but also to encourage each individual to soar with their strengths and pivot their position to specialize in their given field of interest.

Our friend Justine (The HR Queen) made very clear in her previous letter that she was heavily involved with APEX interview processes during her tenure. While this is true, she was very involved in organizing, conducting, and following up with candidate interviews, there is something she did fail to mention. Justine also single handedly streamlined our survey process for a major heavy industry research initiative conducted continuously throughout her tenure as intern. Justine was integral in our research receiving an outstanding 75% response rate from our sample population.

In conclusion, Justine constantly gave me crap, made terrible jokes, and always beat me to work in the morning. I miss her already.

Sincerely,

Ian R. Vincent
Business Developer



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