

The Honorable xxx
Title
Agency
Address

Dear,

I hope you had a great holiday and New Year. I am writing to extend an invitation to provide opening remarks at our sixth Flash Mentoring event that will be hosted by the CHCO Council in partnership with the Department of Labor on *Thursday, February 7th, 1pm*, at the Frances Perkins Building's Great Hall.

Flash Mentoring events have become a valuable training and networking tool for federal HR staff especially during these times of budget constraints and limited training and development funds. They are professional developmental opportunities for HR professionals across the government who want to gain valuable management and career development advice from experts in the field. Mentors share lessons learned for advancing in their federal careers, how to deal with setbacks or challenges, and what they wish they had known earlier in their career, especially when occupying a leadership position. Featured speakers at previous Flash Mentoring events have included:

- *John Berry*, Director, U.S. Office of Personnel Management
- *Rosie Rios*, Treasurer of the United States
- *Nani Coloretti*, Acting Assistant Secretary for Management, Department of the Treasury
- *Teresa Rea*, Deputy Under Secretary of Commerce for Intellectual Property and Deputy Director of the USPTO
- *Juan M. Garcia*, Assistant Secretary of the Navy
- *Patricia Adams*, Deputy Assistant Secretary of the Navy for Civilian Human Resources
- *Dr. Danny Harris*, Chief Information Officer, Department of Education

Thank you for your consideration. I will have my staff follow up with your scheduler shortly.

Name
Title
Chief Human **Capital Officers Council**