

**From:** [Gina L. Turcotte <ginalyn@adelphia.net>](mailto:ginalyn@adelphia.net)  
**To:** [Kim Hutchins](mailto:KimHutchins@nafi.com)  
**Date:** 8/11/2004 2:07:08 PM  
**Subject:** RE: your resume

Hi Kim.

I get the feeling that the references I gave you are not going to be as cooperative as I had hoped they'd be. I've placed phone calls/ email to each of the 3 references asking them to please respond to either you or Stacey. However, I don't trust that they will follow through. I am especially interested in working for NAFI and would like to do whatever is necessary to make that happen.

I am going to give you names and phone numbers of other employers I've recently worked for in order to fulfill your requirements for 3 professional references. I hope my offering alternate references will satisfy NAFI's reference requirements. If this is not satisfactory, please let me know what I can do to complete this interview process.

I would like to still consider my college instructors' reference as one of the required references. As I understand his schedule, he has been out of state for quite some time, which is why he has not returned phone calls. His voice message states that he will return to his office this Friday, August 13. I have left him a message regarding your reference request and have asked him to please follow up on this ASAP. Additionally, I am going to give you the names of my other 2 college professors who can attest to my responsibility, dependability and personal character. I hope this information helps the interview/hiring process to progress swiftly as I am excited to be considered for a position with NAFI.

**Employer Reference #1:**

Shane McManus  
 Mid-Maine CPL  
 Position: Interim Office Manager  
 Term Employed: Late 2002 - Early 2003 (temp employment - covering maternity leave)  
 795-0922

**Employer Reference #2**

Mark Fox  
 NAPA  
 Winthrop, Maine  
 Position: Auto parts Delivery  
 Term Employed: Early 2003 - Summer 2003 (laid off due to lack of work)  
 377-6962

**Educational Reference #1**

Walton, Sarah  
 Assistant Professor of Criminal Justice  
 College of Natural and Social Sciences  
 Campus Center, Augusta Campus  
 621-3166  
 E-mail: [sarah.walton@maine.edu](mailto:sarah.walton@maine.edu)

**Educational Reference #2**

Waugh, Charles  
 Professor Of Communications & Psychology  
 College of Natural and Social Sciences  
 Jewett, Augusta Campus  
 621-3168  
 E-mail: [charles.waugh@maine.edu](mailto:charles.waugh@maine.edu)

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**From:** Kim Hutchins [mailto:KimHutchins@nafi.com]  
**Sent:** Monday, August 09, 2004 8:30 PM  
**To:** [ginalyn@adelphia.net](mailto:ginalyn@adelphia.net)  
**Subject:** RE: your resume

Hi Gina. Thanks for your response. Regarding your references ... we require at least 3 supervisory references for hire. If you could get in touch with them, that would be great. Regarding your resume, I just need you to complete it, as we are not able to use "see

resume" and things like that, it needs to be completed in full.  
Thanks, we will continue to attempt reaching your references.  
~Km

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**From:** Gina L. Turcotte [mailto:[ginalyn@adelphia.net](mailto:ginalyn@adelphia.net)]  
**Sent:** Mon 8/9/2004 6:41 AM  
**To:** Kim Hutchins  
**Subject:** RE: your resume

Yes, Kim, I am very interested in working for your agency. I apologize for my references' lack of courtesy... I will try to contact them myself and ask them to respond to NAFI's request for references. What do I do if they do not respond? Also, what information is lacking from my resume?

Thank you,

Gina L. Turcotte

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**From:** Kim Hutchins [mailto:[KimHutchins@nafi.com](mailto:KimHutchins@nafi.com)]  
**Sent:** Sunday, August 08, 2004 9:13 PM  
**To:** [ginalyn@adelphia.net](mailto:ginalyn@adelphia.net)  
**Subject:** Re: your resume

I am contacting you to see if you are still interested in seeking employment with us. we have not heard from you in a while and have never been able to reach your references. If you are still interested, please contact me, as well as the references you have listed to let them know we need to speak with them. You will also need to come in and add some things to your resume.

Thanks,  
~Kim Hutchins  
Program Director