

## Jeremy Owens Letter (2008)

**Directions:** Key the following business letter following using the standards in the Style & Reference Manual. Correct any spelling errors you find and supply necessary letter parts. The letter goes to Mr. Jeremy Owens, 1410 Roselawn Avenue, Artesia, NM 88210 and is from Roger Meyer, Manager of the Marketing Department. Use the current date for the document.

*Thank you very much for coming to the Placement Office at the University of New Mexico for an interview with Professional Business Associates. Since you and I had our visit, I have interviewed on approximately twenty other college campuses and talked to approximately 200 candidates.*

*This has been my first opportunity to review the resumes of these applicants from which I have selected approximately 15% suggesting further interviews. Jeremy, you are included in this group of candidates whose scholastic ability, personality, grooming, motivation, and overall enthusiasm place you in the upper 15% I have interviewed.*

*Our spring interview date at the university has not been definitely established at this time, but as soon as it has been, I will drop you a note. If you are interested, arrange to be placed on our spring interview schedule in the Placement Office. You may recall that we select somewhere between ten and fifteen trainees each year to go through our Management Training Program which runs from the second week in June until the middle or end of September.*

*Again, I commend you for the fine scholastic record you have been able to maintain and at the same time be responsible for 100% of your college expenses. We look forward to visiting with you again in the spring for I feel certain we both have much to offer each other.*