

June 4, 20--

Mr. Karl E. Davis
5207 Rosecrans Avenue
Topeka, KS 67284

Dear Mr. Davis:

Your presentation at the Sand Hills Country Club was one of the most enjoyable our members have ever observed. It is always a pleasure to have professionals like you speak on ways college graduates can prepare themselves for future employment. I especially enjoyed the question-and-answer session at the conclusion of your presentation, and I received many favorable comments from other attendees as well.

Our professor has suggested that we take the information you gave us and prepare a Web site that focuses on the six key points you mentioned in your speech. That way, many of our classmates can take advantage of your excellent advice when preparing for their first job search. We have also found at least 20 other sources to use on the World Wide Web that we plan to include on our Web site.

I believe this is one of the most interesting assignments I have ever been assigned, thanks to the excellent information you provided. Members of my project team are excited to see their information on our Web site. The project has given other students an incentive to construct their own Web sites pertaining to job searches and interviewing techniques.

If you would like to view our Web site, you can do so at the following URL, which will be posted by the 10th of the month: www.tamu.edu/comm/abed3600/interview.html. Again, thank you for all your excellent ideas.

Sincerely,

Tamika Yamemoto
3421 Carlisle Avenue
Topeka, KS 67209