



200 Fourth Avenue NW
Calgary AB T2N 0N3
(403) 555-7524

March 31, 2004

Professor Michael Patten
Department of Information Science
Southern Alberta Institute of Technology (SAIT)
Calgary, AB T6Y P2B

Dear Professor Patten:

Good news is stated immediately after a bridge between this letter and the last communication.

We are pleased to offer coop positions for three SAIT Computer Science students. The positions will start September 2, 2004 in our Information Technology Department.

Supporting data for main point mentioned in abstract. Clarification of potential questions.

The coop positions will last fourteen weeks at 37.5 hours per week. Our coop salary is generous, paying \$600.00 dollars per week. Students will report to IT Head Bernice Robb.

We feel that collaboration between institutions of higher learning and M&K is mutually beneficial. Students gain valuable experience in a busy IT department, while M&K gets a first look at the brightest and best talent available. In fact, some of our employees began here as coop students.

Clear statement of what should come next.

We would like to evaluate the résumés and academic transcripts of interested candidates before we arrange interviews. Please courier résumés and transcripts to me by June 9, so we can set up interviews for the following week.

Sincerely,

John Hacker

John Hacker
Human Resources Officer

JH/fc