Mr. Matthew Hardy

Human Resources Officer

One Company

Cambridge, Massachusetts 02149-1574

January 4, 2011

Dear staff,

The Human Resources Department wishes to announce that we have vacancies for the following positions with minimum requirements:

Five sales representatives:  A minimum of five years of experience as a sales representative (entry-level applicants are welcome to apply); Graduate of a bachelor’s degree in the field of sales; Excellent communication and inter-personal skills

Two sales managers:  A minimum of ten years as a sales representative and two years as a sales manager;  Graduate of a bachelor’s and Master’s degree in the field of sales and management;  Excellent communication and inter-personal skills; Must possess the ability to work long hours and weekends if necessary;  Adept in basic Microsoft office programs;  Willing to take long trips and travel.

The said positions will be for the new branch which we will be opening soon.  For more information about the vacancies, you may visit the company website or contact us at (617) 535 5010.

Thank you.

Sincerely,

Matthew Hardy