

# Memo

TO: Your teacher's name  
FROM: Your name  
DATE: Current date  
SUBJECT: CAREER INTEREST

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The report about one of my career interests is almost finished. An outline of the report is attached. Jim Carney worked with me on this report. We will be ready to give a seven- to ten-minute presentation in class next Friday. We will use the attached slides when we give the report.

As you suggested, we met with our guidance counselor, Mr. Duncan. He helped us find local colleges that offer programs that will help us prepare for the career we are pursuing. We will include that information in our presentation.

Attachment

c Jim Carney

## 83A MEMO