In order that we might better evaluate your suitability for participation, please complete the following tasks:

1. **Essay**:   Write a brief essay describing something that is important to you.  This task will help us assess your overall writing skills.  This essay should be approximately 150 words in length. Please refrain from writing about political or religious issues.   Submit the essay as a Microsoft Word file.
2. **Procedure**:  Write a brief procedure on how to withdraw money from an Automatic Teller Machine.  This task will help us assess your attention to detail and ability to break a process down into individual steps. Submit the procedure as a Microsoft Word file.
3. **Editing test**: Edit the attached file, paying attention to spelling, grammar, punctuation, consistency, and general clarity.  Before you begin this task it is important that you turn on the Track Changes option; this will enable both you and us to easily view your revisions.   Make your revisions in the original file – save the file with the same name, adding your initials to the end of file name.  (Hint:  This is not intended as a rewriting exercise.)