

i. Type the following letter in the format as given –

May 21, 2014
 Ms. Srinanda Singh
 Vice President, JBC Corporation
 15th Russell Street, Kolkata-1

Dear **Ms. Srinanda:**

I have led the successful turnaround of three Fortune 100 companies and nine nationally recognized firms since 1990. You may not recognize my name, but my financial direction and leadership anchored the turnarounds at these organizations. I am eager to take on another challenge.

Your executive recruiting firm is recognized nationally for helping ~~Fortune 400~~ Fortune 500 corporations secure strong leaders and senior-level executives. Following more than a decade in a principle role with Anderson Consulting and McKinsey, I am looking for a company that would be interested in my leadership as a senior executive.

Two employers over the past 17 years

Anderson Consulting

McKinsey & Associates

Nine client companies (accompanied by outstanding references) that I have consulted for

Chrysler Sprint Nextel Hewlett-Packard

Dole Cardinal Health Allstate Insurance

Frito-Lay Delphia Nucor

Educational Qualifications

- 1) MBA, University of Michigan, 1988
 - A) Finance Management
 - ✓ Corporate Finance
 - ✓ Industry Finance
 - B) Cost Management
- 2) BS in Finance, Northwestern University, 1986
 - A) Material management
- 3) Maximizing shareholder earnings/growth management/financial integrity

These are the three critical strength I bring to the table. I am well connected with **wALL sTREET** and have been personally involved with positioning three companies in the past four years to go public (including drafting a 230-page financial summary and pro forma). Finally, I have **spent 60% of my time** over the last **five years** in the **international arena**, helping position companies to **maximize foreign market potential**. Thank you for taking the time to review this letter. I look forward to hearing from you if you feel an opportunity might exist that would benefit one of your client companies.

Sincerely,
 Tammy Shanahan

ii. Type the following letter in the format as given –

JACKSON PVT LTD**PURCHASE ORDER**

DATE: 21/05/2010

ORDER NO: PUR/ORD/125/10-11

20TH HILL VIEW STATE
KOLKATA-700125
Phone: 91-33-4000-6000
FAX: 91-33-4001-6001

VENDOR

ALKA PVT LTD
16TH S B G ROAD
HOWRAH- 752523
Phone: 91-34-2541-6523

SHIP TO

RIVERSIDE GODOWN
116TH MID ROW STREET
HOWRAH- 752524
Phone: 91-34-2546-6001

You are advised to send materials as per following quantity, specifications and schedule.

ITEMS	DESCRIPTION	QTY	UNIT PRICE	TOTAL
[23541652]	Product XYZ	15	₹150	₹2250.00
[45628632]	Product ABC	8	₹75	₹600.00
Other Comments or Special Instructions			SUBTOTAL	₹2850.00
			TAX RATE	13.5%
			TAX	₹384.75
			S & H	₹565.00
			OTHER	₹200.00
			TOTAL	₹3999.88

Authorized By

Date

If you have any questions about this purchase order, please contact on above address.

- iii. Go to 3rd page and arrange the following text using tabs only as given.

Budget Analysis for FY 2014-15

Expenses	Budget ----- Actual	Variance
Salaries & Wages	₹80000 ----- ₹75000	₹5000
Electricity Bill & Maintenance	₹45000 ----- ₹60000	(₹15000)
Rent & Cleaning	₹35000 ----- ₹36500	(₹1500)
Printing & Stationery	₹15000 ----- ₹14000	₹1000
Other Expenses	₹20000 ----- ₹17500	₹2500
Total Expenses	₹195000 ----- ₹203000	₹8000