To: regional diector

From: Head inteviewing team

Subjet: appointment of sales and marketing director

Dear Claudia

We recently interviewed three candidates for this position

We have decided to appoint Jeff sanderson

We wll briefly describe the candidate’s strengths and explain the reasons for our decisión.

As far as we are concerned, Jeff fits perfectly in our company for many reasons

He has a good academic background and a largest expierence on this sector.

Furthermore, he is a single man so he would be able to travel abroad and satisfy the company interests. Although he is loner, Jeff doesnt have any issue in making relationships

He speak fluent portuguese and english and he is improving his spanish

Last but not least he is a workaholic and its very interested in working with south american cultures

Your sincerelly

The interviewing team