**TO**: Information Technology Students

**FROM**: Mrs. Crabtree

**DATE**: (current date)

**SUBJECT**: Personal Introduction Memo

Using Microsoft Word, please type a memo addressed to me using proper format such as the one you are reading. The “TO” line should say “Mr. Mercer”. The “FROM” line should be your first and last name.

In the first paragraph, please tell me what classes you are taking this semester. Tell me if you are participating in any sports or other activities at LNE; and if so, what they are. Also tell me if you have a job and if you do, where do you work? How many hours a week do you work?

In the second paragraph, describe your computer experience. Do you use a computer a lot? If so, what for? Also, rate your keyboarding skills using the scale of 1-5 with 5 being excellent.

Finally, please tell me a few things about yourself. I would like to know about your family, have you lived anywhere besides Lincoln, your interests, your friends, your hobbies, your likes and dislikes, your goals, etc. Include what plan(s) you have after graduation (work, college, etc.).

Please save to your Cobra Word folder as “LastName\_Memo”. Copy to your “to be graded” folder when you are finished.