

# Job #3 Office Memo

**Directions:** This will be your first official job at EP clothing. Mr. Gold is the CEO of the company (chief executive officer: i.e. the top guy) and he would like to see the company go more “green.” This means he would like to see the company be more environmentally aware. Your office manager, Mr. Boss, would like you to send out a memo to all employees letting everyone aware of this. You need the memo to be quick and to the point, but you also need to make sure all the information is there.

You will need at least one paragraph stating how the company will be going green and then a bulleted list stating what the company will be doing to accomplish this task. There is a sample memo on the back of this sheet. You may use the bulleted list given, but the brief paragraph before must be typed on your own.

### *Hints:*

- Use the Memo template when you open a new document in Word.
- Make sure any unwanted words from the template are erased.
- Use the Review ribbon and make sure to Spell Check the document.
- The Memo is going to every employee, so you do not need anything in the “CC:” section. Delete the “CC:”

