Brandon, MB, R7E 1Y7

November 9, 2010

Thomas Gloor

Lonely Dale road

Whitemouth, MB

R0E 2G0

Dear Mr. Gloor

SUBJECT: YOUR LETTER SENT November 2 REQUESTING INFORMATION FOR HOW TO SEND A RESUME.

Here are the answers to the questions you sent about how to send in your resume. We are eager to see your resume and to see your qualifications.

1. No pictures, no fancy background
2. Do not fax your resume it will not be recorded and will be thrown out
3. Email one version of your resume
4. Yes, you should I send two résumés one scannable and another detailed one
5. No, I do not have any suggestions for keywords you should add

Here are your answers to the questions. I hoped it helped. The letter should be there around November 10th.

Sincerely,

Thomas D. Gloor