

Promotion Memorandum



Peterson Industries Winnipeg

M E M O R A N D U M

To: All Junior Managers
From: Quinn McDuff, President and CEO
Copy: Priscilla Flett, Human Resources
Date: April 10, 2008
Re: Promotion from Junior to Senior Manager

The office of the President is currently looking to hire three senior managers for the North Kildonan Plant. These positions will be filled by individuals currently in the Junior Management position. There are a few qualities necessary to be considered for the position of senior management.

- Logical thinker: The prospective senior manager must think logically and solve problems. In your letter, explain how you have these qualities and what you have done to demonstrate them.
- Quick decision making: Decisions need to be made quickly and wisely. In your letter, explain how you know you are able to fulfill this requirement.
- Other strengths: There are areas of strengths the President may not have thought about that would be beneficial to this position. Highlight other areas of strength you may have that would contribute to your management abilities.

Only applicants whose letters are clearly written will be considered for this position.

Sincerely,

Quinn McDuff
President and CEO
Peterson Industries
Winnipeg