**Creating a Memorandum Using a Word Processing Template**

1. Open a blank word processing document.
2. Go through the steps to locate the proper memorandum template.
3. Fill in the following information:
4. To: Ms. Janet Smith, Personnel Manager
5. From: Mr. Bobby Banks, IT Department Manager
6. Date: (use today’s date)
7. Re: Thank you
8. (Body) I have received over 100 applications for the new position in the IT Department and have put together a short list of 10 candidates. I have made copies of their CVs and letters of application and will send them over to you this afternoon.

Could you let me know when you would like the interview to take place so that I can inform the candidates when I write to them to invite them for the interview?