

## **RE: Mail Room Applicants**

Monday June 12, 2006

Dear UWM Student:

Thank you for your interest in the position of Mail Room Clerk. The Mail Room is responsible for sorting and distributing the United States Postal Service Mail deliveries, deliveries from other mail carriers, and assisting in student mailings by the University Housing department six days a week. There are also other opportunities to help in special projects and events with the University Housing department as well. All clerks will be asked to work some Saturdays.

Also, attached is a reference letter; please give this to a person who you feel would give you a strong reference. I encourage you to fill out the application and return it before July 26<sup>th</sup>, 2006. I will then be reviewing the applications and making phone calls to set up interviews.

If you have any questions please do not hesitate to contactCarolynn Wynia(x5495) or Stephanie Warner (x5141) in the University Housing office.

Sincerely,

Carolynn Wynia  
Main Desk/Mailroom Supervisor