Chris Turner

November 14, 2001

Terry Jones CPA

www.cei-edu.com

Attn: Mr. Jeff Smith

1640 45th Street

Munster, IN 46321

Dear Mr. Smith:

It was a pleasure meeting you and thanks for sharing part of your busy schedule with me. Enclosed please find a copy of my transcript, which you requested. I strongly feel my ambition and desire to excel match well with your expectation of a staff accountant with your firm. I look forward to talking with you in a greater detail in the near future.

This paragraph will be a hanging indent. It will have an indent from the left hand side that will be 1”. Hanging indents look a little funny.

This paragraph will have a right and left indent. Both sides will be indented 1.5”. This is how you are supposed to do “quotes” when you are writing a paper. It almost looks like you have changed the left and right margins, which is really what you have done.

Sincerely,

(your name)

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# RIDGEWAY ELEMENTARY SCHOOL CARNIVAL

The fourth annual Ridgeway Elementary School Carnival will be held on Friday, October 12, 2004, in the cafeteria at the school. The carnival will begin at 6:00 P.M. and conclude at 9:30 P.M. If you can volunteer to work in a booth, please call John McNary as soon as possible!

Over a thousand toys have been purchased to give away as prizes at the booths. A new supplier is providing 20 new gadgets that the children will find fun and interesting!

Hotdogs, chili, popcorn and soda will be served until 8:30 P.M. Bring your appetite! Food tickets can be purchased at the school in advance or at the ticket booth during the carnival.

Mark Friday, October 12, on your calendar! Plan to attend the carnival and have an exciting and fun-filled evening with your family!

Mary 910 Birch Lane Valpo IN 46383

Tom Smith 212 Elm street Portage IN 46368

Ann Jones 212 Pershing Avenue Gary IN 46310

# CHOCOLATE

Chocolate is probably the world's favorite food. You can drink it hot or cold, or eat it as a snack or as part of a meal. It is made into pies, cakes, coookies, candy, ice cream and even breakfast cereal. It is nourishing, energy-saving and satisfying.

Chocolate came to us from Mexico, by way of Europe. When the Spanish explorer Cortez arrived at the court of Montezuma, the Aztec Emperor, he found him drinking a cold, bitter drink called Chocolate. It was made from seeds of the cacao tree, ground in water and mixed with spices. Montezuma gave Cortez the recipe and some cacao and vanilla beans. Cortez took them back to Spain, where the Spanish kiiig and queen quickly improved the drink by adding sugar and having it served hot. For about a hundred years, chocolate was exclusively a royal Spanish treat. But once the secret leaked out, the upper classes in most of the European capitals were soon sipping hot chocolate. From Amsterdam, the Dutch settlers brought chocolate to to the American colonies, and in 1765 a man named Baker startted a chocolate mill near Boston.

A hundred years later, a man in Switzerland found a way to make solid sweet milk chocolate, and a great candy business was born. Chocolate companies like Nestle‚ and Hershey need a lot of cacao beans. About one-third of the supply, over 350 thousand tons, is imported each year from the African country of Ghana. Ghana is the world's largest supplier of cacao beans. For many years, chocolate was made by hand. Now machines do most of the work.

THE CHOCOLATE FACTORY has been specializing in the finest chocolate products for over 50 years. Stop in and sample some of our outstanding chocolate delights

.

# Our Philosophy & Affiliations

Burke Properties’ corporate philosophy is as valid today as it was when John Burke first spoke it back in 1946: “Satisfy each client’s real estate needs no matter what.” Whether you’re buying your first home or need to lease 8,000 square feet of office space, every customer will receive the same high-quality service.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

1. Great Company
2. Great Benefits
3. Great Holiday Pay
4. Great Staff

# Burke History

## About the Company

Founded in 1946 by John Burke, Burke Properties is a full-service real estate agency. No only do we buy and sell residential and commercial properties, Burke Properties can also handle your leasing and relocation needs.

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## Burke Today

Today, the business is owned and operated by the founder’s granddaughter, Jan Burke. As the firm’s principal broker, Jan has been involved in all phases of real estate for over 20 years. Her experience includes national historic preservation and restoration projects, as well as residential and commercial development.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Customer** | **Region** | **Month** | **Year** | **Salesrep** | **Quantity** | **Price** | **TOTAL** |
| All About the Arts | North | Feb | 1993 | Westfall | 2 | 600 |  |
| All About the Arts | North | Jun | 1994 | Westfall | 1 | 600 |  |
| Allendale Books | South | Jan | 1993 | Gorman | 2 | 565 |  |
| Antonio's Music Shop | East | Jan | 1993 | Barone | 3 | 595 |  |
| Antonio's Music Shop | East | Apr | 1994 | Barone | 1 | 575 |  |
| AppleTree Art Supplies | West | Sep | 1993 | Rodriquez | 3 | 565 |  |
| Books Abound | West | Nov | 1993 | Rodriquez | 3 | 600 |  |
| Books Abound | West | May | 1994 | Rodriquez | 4 | 555 |  |
| Brandt Learning Center | East | Sep | 1993 | McCrank | 1 | 595 |  |
| Caldwell's Card Shoppe | West | Jan | 1993 | Tobin | 3 | 570 |  |
| Cards for All Occasions | South | Nov | 1993 | Gorman | 4 | 565 |  |
| Celebration Card Shop | North | Jun | 1993 | Rorbach | 2 | 600 |  |
| Engel's Books | North | Nov | 1993 | Westfall | 2 | 600 |  |
| Exclusively Pets | West | Apr | 1993 | Tobin | 1 | 600 |  |
| Gardening Galore | South | Feb | 1993 | Banks | 2 | 595 |  |
| Greyson Learning Center | North | Oct | 1993 | Westfall | 1 | 600 |  |
| Greyson Learning Center | North | Feb | 1994 | Westfall | 2 | 565 |  |
| Jamison Books | South | Apr | 1993 | Gorman | 3 | 575 |  |
| Jamison Books | South | Apr | 1993 | Gorman | 3 | 575 |  |
| Johnson's Drug Store | North | Feb | 1993 | Westfall | 2 | 575 |  |
| Johnson's Drug Store | North | Feb | 1993 | Westfall | 2 | 575 |  |
| Katie's Kraft Supplies | East | May | 1993 | McCrank | 1 | 600 |  |
| Katie's Kraft Supplies | East | Nov | 1994 | McCrank | 3 | 565 |  |
| Katie's Kraft Supplies | East | May | 1993 | McCrank | 1 | 600 |  |
| Katie's Kraft Supplies | East | Nov | 1994 | McCrank | 3 | 565 |  |
| Mac's Music | North | Mar | 1993 | Westfall | 1 | 600 |  |
| Mac's Music | North | Mar | 1993 | Westfall | 1 | 600 |  |
| Marlene's Magazines and Books | East | Jan | 1993 | McCrank | 2 | 600 |  |
| Marlene's Magazines and Books | East | Oct | 1994 | McCrank | 2 | 575 |  |
| Marlene's Magazines and Books | East | Dec | 1994 | McCrank | 2 | 575 |  |
| Marlene's Magazines and Books | East | Jan | 1993 | McCrank | 2 | 600 |  |
| Marlene's Magazines and Books | East | Oct | 1994 | McCrank | 2 | 575 |  |
| Marlene's Magazines and Books | East | Dec | 1994 | McCrank | 2 | 575 |  |
| Moore Music | East | Aug | 1993 | Barone | 2 | 595 |  |
| Moore Music | East | Nov | 1994 | Barone | 2 | 575 |  |
| Moore Music | East | Aug | 1993 | Barone | 2 | 595 |  |
| Moore Music | East | Nov | 1994 | Barone | 2 | 575 |  |
| S-Mart Garden Emporium | East | Mar | 1993 | Barone | 2 | 565 |  |
| S-Mart Garden Emporium | East | Jan | 1994 | Barone | 1 | 565 |  |
| S-Mart Garden Emporium | East | Mar | 1993 | Barone | 2 | 565 |  |
| S-Mart Garden Emporium | East | Jan | 1994 | Barone | 1 | 565 |  |
| St. Agnes School | West | Feb | 1993 | Rodriquez | 1 | 550 |  |
| St. Agnes School | West | Jun | 1994 | Rodriquez | 1 | 550 |  |
| St. Agnes School | West | Feb | 1993 | Rodriquez | 1 | 550 |  |
| St. Agnes School | West | Jun | 1994 | Rodriquez | 1 | 550 |  |
| The Corner Bookstore | North | Oct | 1993 | Rorbach | 6 | 500 |  |
| The Corner Bookstore | North | Jul | 1994 | Rorbach | 6 | 500 |  |
| The Corner Bookstore | North | Oct | 1993 | Rorbach | 6 | 500 |  |
| The Corner Bookstore | North | Jul | 1994 | Rorbach | 6 | 500 |  |
| The Unabridged Bookstore | South | Sep | 1993 | Banks | 4 | 525 |  |
| The Unabridged Bookstore | South | Nov | 1994 | Banks | 2 | 550 |  |
| The Unabridged Bookstore | South | Sep | 1993 | Banks | 4 | 525 |  |
| The Unabridged Bookstore | South | Nov | 1994 | Banks | 2 | 550 |  |
| Towne Pet Shoppe | North | Mar | 1994 | Rorbach | 1 | 600 |  |
| Towne Pet Shoppe | North | Feb | 1994 | Rorbach | 1 | 600 |  |
| Towne Pet Shoppe | North | Mar | 1994 | Rorbach | 1 | 600 |  |
| Towne Pet Shoppe | North | Feb | 1994 | Rorbach | 1 | 600 |  |
| Willowridge Craft Supplies | South | Dec | 1993 | Gorman | 2 | 595 |  |
| Willowridge Craft Supplies | South | Dec | 1993 | Gorman | 2 | 595 |  |

# Burke Properties, Inc.

## About Us

Burke Properties was founded as, and continues to be, a full-service real estate brokerage firm. We arrange a broad range of services including residential and commercial sales and leasing. Jan Burke, the principal broker, has been personally involved in all phases of property management for over twenty years. This experience includes: historic preservation, restoration, leasing and sales management, and consulting for developers on issues ranging from planning to final marketing. The brokers and associates of Burke Properties are a well-balanced team of seasoned professionals who offer our clients a unique blend of specialties in the various markets within the area.

## Description of Our Firm

Burke Properties offers a functional delivery service around a true single point of contact, with a team of experienced, diverse professionals. Our point of difference from other firms may be that our caseloads are limited; when you need help, the person you need to talk to is the person you “get” to. We are primarily “customer driven” while being a competitive, proactive leader in providing services. We have positioned ourselves in the community as being both flexible toward and adaptive to the varying cultures and needs of our clients.

## Our Corporate Philosophy

To provide individual and corporate clients with the highest caliber of relocation and real estate services. In response to each client’s unique needs, our Relocation Team is committed to ensuring smooth, organized and problem-free moves. Our exceptional relocation services begin with our Relocation Director and extend through the services arranged by our knowledgeable, courteous, caring and capable associates.

## Our Goal

The goal of Burke Properties, Inc. is to supply the best customized, diverse service to our clients. We realize that quality service is the key to our business. We strive to earn your respect through an honest, fair, and direct approach to your requirements. By realizing our goal, we will meet your needs now and in the future. We will be rewarded with your recommendations to your family, friends, and business associates.

Our Relocation Department services are firmly founded on knowledge, expertise, and a genuine caring spirit. Relocation can be traumatic, but the Relocation Department at Burke Properties, Inc. offers availability whenever you need it.

Our Company Affiliations

Burke Properties is a privately owned company of independent employees with no financial ties to any other companies. Our memberships in national networks such as International Relocation Services, Employee Relocation Council (ERC), Relocation Information Service (RIS) and National Referral Roster (NRR) offer effective member programs to serve corporate and relocation needs nationwide. The network also offers an incomparable combination of benefits to Burke Properties and other independent brokers.

# Relocation Components

*Relocation Team* The Relocation Director, Broker and Sales Associates create a total sensitive and sensible team approach while meeting the unique needs of every person or family being relocated.

*Relocation Package* Designed to be useful yet extensive enough to be serviceable. Included is information on area communities, schools, taxes, recreation, cultural activities, and many other materials about the area.

*Sales Associates* Dedicated and specially trained to arrange the relocation services that our clients expect and deserve within specified time limits.

*Corporate Division* Presentations on the area and on Burke Properties, Inc. Relocation services for all size corporations, businesses, and companies.

*Special Network* The Relocation Department is for clients moving out of the area to anywhere else in the United States. Detailed information and network contacts for the new destination are supplied.

Arrange to Sell Your Home

# Here’s What a Realtor Does For You

* Works to get top dollar for your property
* Locates pre-screened prospects
* Knows the territory
* Arranges a third-party unemotional view
* Arranges marketing expertise at no extra cost
* Makes your home more sellable
* Arranges assistance for the buyer
* Ensures no closing time problems
* Eight Service Locations

Buying a Home

Mortgage rates for 30-year fixed mortgages have fallen below the 8% mark. Interest rates of 7.0% for a 30-year fixed mortgage reflect “the lowest mortgage rates in years,” according to information released by the Acme Association of Realtors.

The comparison of mortgage rates nationwide reflects the market as 30-year fixed mortgages are at 7.0%; 15-year fixed mortgages are at 6.875%; and 1-year adjustable rate mortgages are at 6.2%.

For this month, the 30-year mortgage rate is one percent lower than one year ago, according to information released by the Mortgage Market Information Services, a mortgage report recording service.

Currently, with mortgage rates at record lows, borrowers are focusing on fixed-rate mortgage loans as a way to secure fixed rates for the duration of their mortgage. The record low number for mortgage interest is fueling a fairly strong fall selling market.

The Regional Real Estate Information Service reported an increase in sales of 20% last month compared to this month, which is reflective of the continued drop in interest rates.

The Association of Realtors represents more than 3,500 brokerage professionals in this region.