

Beth Horveath
128 Circle Drive
Nowhere, PA 17057
Emh5072@psu.edu

February 22, 2006

Dr. Julie Kearney
Penn State University- Harrisburg
Olmsted W351
Middletown, PA 17059

Dear Dr. Kearny,

My name is Beth Horveath and I am currently a junior at Penn State Harrisburg. I am majoring in Accounting and plan to graduate in May 2007.

For this assignment, I chose to complete exercises 6, 10d, 13g, and 16. Exercise 6 caught my eye because I love pizza. I then proceeded to read the entire letter. I picked this exercise not just because I like pizza but also because of my plans to become a manager or supervisor and how customer relations is one of the most important parts of any company, customers are what keeps the company going. As for exercise 10d, this was the first exercise I chose to write because I can relate to it. I am currently employed for a company that sells new and used restraint equipment. In addition to selling equipment we provide service on equipment for our customers. This is letter that I may have to use someday in my current place of employment. The third exercise I chose to do was 13g. This I feel anyone can relate to. I constantly receive credit card applications in the mail, even more now that I am on my own and in college. I personally do not want a credit card, I want to graduate and pay off the debt I am already in from attending college. Lastly, I chose exercise 16. This was a tougher letter for me to write because I am an emotional person. I tend to put my emotions into just about everything I do so I thought this would be a great challenge for myself.

I hope that you enjoy reading my letters.

Sincerely,
Beth Horveath