

MEMORANDUM

April 15, 1996

To: Tracy Shycoff
cc: Noelle Gray

From: Laura Denk

Subject: Krista LaBelle -- Summer Internship

I am attaching Krista LaBelle's application file. We have offered a summer internship to Krista LaBelle and she accepted our offer. She plans to start work on June 10, 1996. She will call several weeks before she starts to establish her schedule, etc. . . I am passing the file along to you so that you can take whatever steps we need to take to set her up.

Let me know if you have any questions.

Denk e:\wp-docs\staff\interns\labelle.mem
File 1.1.3