

January 12, 2003

*Ms. Joan Smith, Administrative Assistant
Office of the Honorable _____
Post Office
Jefferson City, MO 64501*

Dear Ms. Smith

My best wishes to you as an assistant to *Senator John Smith*. Your willingness to dedicate your time and talents to the constituents of *Senator Smith* is appreciated. I wish you well.

My name is *Sharon Kosek*, and I am the *Administrative Office Systems instructor at Hillyard Technical Center in St. Joseph, Missouri*. I have had the pleasure of teaching outstanding technical students for over *twenty* years.

If I can be of assistance regarding career and vocational-technical education issues or information, I would be happy to do so.

I look forward to working with you and being of assistance.

Enclosed is an information sheet that provides some basic information about career and vocational-technical education.

Sincerely

*Sharon G. Kosek
2 Wishbone
St. Joseph, MO 64506
816-232-7096 (home)
816-671-4170 (work)
816-671-4479 (work/fax)*

sharongkosek@hotmail.com