

≡EARTH TRAILS≡  
**PRODUCTIONS**

Dear New Assistant Producer,

Congratulations and welcome to Earth Trails Productions. After reviewing your qualifications, I can tell you have a great sense of adventure and enjoy creatively exploring difficult projects. Your employment agent assures me that you are the right person for this job. We are not talking about a desk job here-your job will take you all along the course of North America's longest river, the Mississippi. You'll be expected to record interviews with people living along the river, tour scenic sites, get behind-the-scenes information about the thrilling and sometimes tragic historical events that have taken place along its banks, and do much, much more.

In a nutshell, we are a production company with clients all over the country. Our specialty is short multimedia programs-programs complete with text, sounds, pictures, and even video. You will be creating these products for us. We are known as the production company that specializes in programs covering the Mississippi River. I know that you will live up to our reputation.

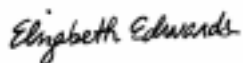
Our market is diverse and includes museums, schools, tourism companies, and other organizations. Some programs are made to order for clients with specific requirements. Pay particular attention to the clients and make sure that your programs address their needs.

When you arrive at the production house, you will receive your Amadeus Media Composer (the tool all of our multimedia producers rely on). Your Amadeus is already loaded with your assignments-orders from specific clients. But before you select and complete your first assignment, I have one piece of advice...

Take time to explore the cities and sights. The more knowledgeable you are about the area, the better your product will be, and the more satisfied our customers are. In other words, invest some time exploring your environment, like a tourist. You never know who or what you might run into. The scenery changes constantly. It's not every day that your boss asks you to act like you are on vacation, so take advantage of this.

Your employment agent and I look forward to working with you. So once again, congratulations, and let's get started.

Sincerely,



Elizabeth Edwards  
Executive Producer  
Earth Trails Productions





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