

Keena McDill  
Human Resources  
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November 12, 2018

Dear Sir/Madam;

The purpose of this letter is to confirm International Paper's commitment to equal opportunity employment. International Paper is an Equal Opportunity Employer. As such, our EEO policy states:

“Applicants for employment and all employees throughout their careers with the company will not be discriminated against because of race, ethnicity, color, religion, sex, sexual orientation, gender identity or expression, marital status, age, disability, genetic information, national origin, military or veteran status, or any other classification protected by law with respect to any term or condition of employment.”

We currently have an opening for the following position:

**Administrative Coordinator – (CCF) Columbus, MS – Requisition #676013**

In keeping with our EEO commitment, we ask that you convey this information to all individuals interested in seeking employment opportunities with International Paper to ensure that a diverse candidate pool is available for consideration. Anyone interested in job opportunities with our facility may apply online at [www.ipaper.com](http://www.ipaper.com) or stop by their local employment service delivery agency, (One Stop Career Center) sponsored by the U.S. Department of Labor. Candidates should have the qualifications listed in our advertisements.

Thank you for your assistance in adhering International Paper's commitment to equal opportunity employment. If you have any questions, please contact me at 662-243-4353.

Sincerely,

*Keena McDill*

Human Resources

cc: Rita Usher, Christian Women's Job Corps  
Jefferson Ellis, Airman & Family Readiness Center  
Shelly Holcombe, GTR WIN Job Center  
Bianca Mays, GTR WIN Job Center, Veteran's Outreach Specialist  
Nicole Quinn, West Point WIN Job Center  
David Mann, West Point WIN Job Center, Veteran's Affairs - Outreach Specialist  
Sharron Owens, Fayette Career Center  
Dave Drake, Tuscaloosa Career Center, Veteran's Outreach Specialist