



Tusculum College
1305 Centerpoint Blvd.
Knoxville, TN 37932

Dear Sir/Madam:

Genuine Parts Company has an ongoing commitment through our Affirmative Action Program to hire and develop the best people we can find basing our judgment on their job related qualifications.

We will continue to direct our recruitment and hiring policies in such a manner as to be free of discriminatory practices. We are soliciting your assistance and cooperation in actively recruiting and referring qualified applicants to our Company without regard to race, color, religion, sex, age, national origin, disability, or veteran status.

We would like to confirm at this time, the concurrence of your agency, office, department, or company with this nondiscriminatory policy. A duplicate copy of this letter is enclosed for your convenience in expressing such concurrence.

The positions listed below are those we recruit for on an ongoing basis and would appreciate referrals from qualified candidates from your agency, office, department or company.

Local Delivery Driver Location: NAPA Auto Parts Stores

Position description: Establish and maintain good relations with NAPA customers by providing courteous, efficient and professional delivery service in a safe and timely manner.

Stock Clerk Location: NAPA Distribution Center (**For all applications**)
5937 Middlebrook Pike
Knoxville, TN 37909

Position Description: Stocking merchandise from suppliers and customer returns in an accurate and prompt manner.

Sincerely,

Nikki Bryant
Human Resource Manager

Enclosure: Duplicate copy of letter

APPROVED

Date: _____

Name/Title _____