**Memo**

To: You in HR

From: Cell Inc. Upper Management

Cell Inc has job openings for the following organelles:

Mitochondrion Plasma Membrane Ribosome

Golgi Apparatus Smooth ER Nucleus

Contractile Vacuole Cilia/Flagella Cell Wall

Chromatin Cytoplasm Vacuole

Lysosome Rough ER Chloroplast

We need the Human Resources Department to write and post job descriptions/want ads so that we can begin to interview candidates immediately. Each HR team member should write a job description for **3** of the organelles listed above.

Guidelines:

Job description should be short (no more than 4 sentences

Job description should include all of the duties associated with the job