***JCL TALENT***

TO: Creative Staff

FROM: Your Name

DATE: April 12, 2021

RE: Recruitment Tips webpage

The next creative meeting will be held on the 18th of April at 3 p.m. in the large conference room on the ground floor. Heading the agenda will be the accessibility design of our new Recruitment Tips webpage. The page is scheduled to launch in September.

A preliminary content outline is attached. Prior to the meeting, please review the web content accessibility guidelines recommended by the World Wide Web Consortium. See www.w3.org for more information.