

JAMES A. GRAASKAMP COLLECTION OF TEACHING MATERIALS

IV. UW REAL ESTATE ALUMNI ASSOCIATION

I. Recruiting and Job Placement

1. Miscellaneous Letters and Notices, 1978-87



NORTH AMERICAN *Life and Casualty Company*

1750 HENNEPIN AVENUE • MINNEAPOLIS, MINNESOTA 55403

RONALD M. CLARK
Second Vice President
Investment Officer
(612) 377-5511

June 29, 1978

*Pam - Do we have Ron Clark
as an alumnus?*

Mr. Ed Peterson
Placement Director
School of Business
University of Wisconsin
1155 Observatory Drive
Madison, Wisconsin 53705

Dear Mr. Peterson:

Enclosed is a short description of a job which we still have available at North American.

We are looking for either a graduate or an undergraduate student from the Real Estate Program. Please ask any interested parties to send their resumes to me. I will be in Madison sometime within the next few weeks and would make arrangements to interview anyone interested in the position.

Thanks very much for your assistance.

Very truly yours,

Ronald M. Clark
Second Vice President,
Investment Officer

RMC/jb

enc.

c: Professor James Graaskamp ✓
University of Wisconsin

THE POSITION

We are seeking a mortgage analyst whose primary responsibility will be to negotiate, analyze and appraise prospective mortgage loan and real estate equity investments in income producing property. Other duties include management of company owned real estate investments, coordinating closings and servicing the existing portfolio of mortgage loan.

TYPES OF INVESTMENTS

We deal primarily in office buildings, industrials, commercial centers and apartments. Our average investment is approximately \$500,000 in either mortgage loans or equity investments.

THE COMPANY

North American Life and Casualty Company is a medium sized life insurance company headquartered in Minneapolis, Minnesota. Life insurance in force reached \$5 billion dollars at the end of 1977. Assets total \$275 million which include mortgage loan and real estate equity investments of \$125 million. Annual cash flow for investments is approximately \$35 million.



MARBL

5555 NORTH PORT WASHINGTON ROAD
MILWAUKEE, WISCONSIN 53217
Telephone: (414) 962-0160
CABLE ADDRESS: MARBL



June 5, 1984

Dr. James Grasskamp
The University of Wisconsin
School of Business - Room 118
1155 Observatory Drive
Madison, WI 53706

Dear Dr. Grasskamp:

As a follow-up to our conversation of Tuesday morning, I have enclosed the job description/requirements for your review.

I greatly appreciate your kindness. Please be assured that as usual and necessary, our pursuit of this position for all interested candidates will be executed in strictest confidence.

MARBL is a licensed recruiting/search firm by the State of Wisconsin and is a member of the Better Business Bureau. Our diversified clientele includes many Fortune 500 Corporations and their divisions located in Milwaukee, the midwest and nationwide. In addition, we are members of National Personnel Consultants with 100+ affiliate offices across the country.

We pride ourselves on our ability, tenacity and reputation.

I and the resources of this corporation are at your disposal in any future matters where we can be of service.

Very truly yours,

M A R B L

Renae Taylor

RT/drs
Enclosure

(Mordue, Allan, Roberts, Bonney, Ltd.)
MARBL, INC. (MIW#3)
5555 N. Port Washington
Milwaukee, WI 53217
(414) 962-0160

npc **JOB ORDER**
NATIONAL PERSONNEL CONSULTANTS INC.

PERSONAL CLIENT CONTACT MANDATORY
(Type, Print or Write Clearly - PLEASE)

ORDER NUMBER 3722-RT

JOB TITLE V.P. FINANCE

PRODUCTS MFG or REAL ESTATE
Service Rendered

1 LOCATION CHICAGO
(Quadrant of state or city)
SALARY RANGE to 80K Package
(guarantee draw commission, expenses, car allowance, car furnished, etc.)

SALES \$ of COMPANY

The Job: (duties, responsibilities, territory if sales, how much travel?)
(What makes this an attractive position?)

2 Heavy involvement in real estate finance, i.e. leasing, loans, accounting systems, as well as planning and real estate development. Reports directly to President.

The Requirements: (experience - specify if preferred or mandatory)


3 Financial mgmt. experience with Real Estate Co. or background in Real Estate with a corporation.

Education Needed ^{or} MBA/MS -- (CPA ideal)
(specify if preferred or required)

The Company: (products, size, services, etc.)

4 Major Real Estate Firm.

This job order is being sent to the following zones:
THROUGH CARDS
 Zone A Zone C
 Zone B



and also by the affiliate to the following individual offices:

EMPLOYER HAS AGREED TO PAY F.I.M. _____

5 Date Job Order Received by Sender 6/1/84 Date of This Mailing 6/1/84

Counselor RENA E TAYLOR
(Type print or write plainly please)

- EXCLUSIVE NPC USE ONLY -

- Nationwide Affiliates
- All Fees Employer Paid
- Recruits and Places All Professions



MARBL

EXECUTIVE SEARCH AND MANAGEMENT
PLACEMENT CONSULTANTS

11270 W. Park Place, Ste. 270
5555 N. PORT WASHINGTON RD.
MILWAUKEE, WISCONSIN 53217 53224-3623
(414) 962-0160
354-JOB5

RENAE TAYLOR



FIRST WISCONSIN • MADISON

September 18, 1984

Dr. James Graaskamp
School of Business
University of Wisconsin-Madison
1155 Observatory Dr.
Madison WI 53706

Dear Jim:

The First Wisconsin National Bank of Madison (\$400 million in assets) is looking to fill its Commercial Mortgage Department Manager position. The principal responsibility of the manager is to administer, develop and coordinate all activities related to the functions of the Department including loan solicitation, underwriting, closing and servicing of commercial real estate construction loans, and to a lesser extent, income property loans. Other responsibilities include recommending overall bank real estate loan objectives, policies and procedures.

This position is for someone with an undergraduate degree (masters preferred) in real estate and three to four years of experience in the commercial real estate lending field. Management experience is also desirable.

Chief, if you are aware of any qualified prospects who are seriously interested in working in Madison, please have them send their resume, cover letter and confidential salary history to:

(Mrs.) Mary M. Graye
Senior Vice President
Human Resources
First Wisconsin National Bank
P. O. Box 7900
Madison WI 53707

Sincerely,


Kevin Coakley
Business Banking Officer
(608) 252-4208

KC/9/1



JAEGER & JAEGER

JAEGER & JAEGER
Midwest Rural Appraisals
Box 230 • Geneva, IL • 60134
312-232-7186 • 312-557-2358

June 25, 1985

Professor James Grasskamp
School of Business, Room 118
1155 Observatory Drive
Madison, WI 53706

Dear Professor

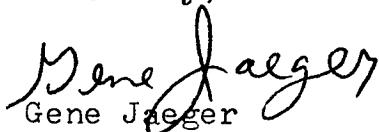
The position I described on the phone yesterday requires a person about 30 years old, with a business school plus 5 years experience in commercial real estate. He or she should be capable of assembling and purchasing land for office and retail complexes. That would include dealing with municipal officials, architects, engineers and lenders.

The employer is one of the largest east coast commercial developers. He is seeking personnel for national expansion.

Salary is in the \$50,000 to \$60,000 range plus the opportunity for equity in the properties developed.

I would appreciate your making this known to Wisconsin graduates you feel are qualified and interested.

Sincerely,


Gene Jaeger

GJ/dh

October 31, 1985

Mr. James A. Graaskamp
202A Breese Terrace
Madison, Wisconsin 53705

Dear Mr. Graaskamp:

The following is a brief profile of the company, position and person that I am looking for.

COMPANY: A major corporation with its Commercial Real Estate Division based in the Twin Cities. This division has grown from nothing to \$200 million in outstanding loans in the last six years. The organization is national in scope, with offices (primarily marketing oriented) around the country.

The Company provides these types of commercial real estate financing:

- * Second Mortgage Loans
- * First Mortgage Loans
- * Uncommitted Construction Loans
- * Standby Commitments

The Company specializes in the following types of developments:

- * Apartment Buildings
- * Office Buildings
- * Shopping Centers
- * Warehouse/Office Buildings
- ** Motels/Hotels

The Company's services feature:

- * Loans from \$1,000,000 to \$10,000,000
- * Terms to 10 years with amortization schedules to 25 years.

** Approximately 40% of business last year.

Mr. James A. Graaskamp
October 31, 1985
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THE POSITION (in brief): Senior Investment Analyst
From the marketing manager, receives and analyzes loan requests, as to both project feasibility and borrower's credit and makes appropriate recommendations. Receives loan inquiries from potential borrowers and brokers, performs preliminary underwriting, structures the transaction, transmits preliminary quote, negotiates final terms, issues mortgage loan applications, and qualifies collateral by performing a property inspection.

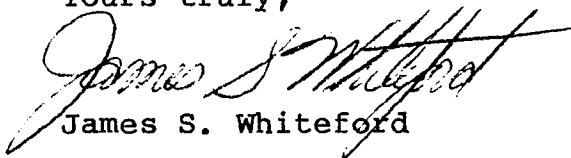
Minimum Qualifications:

- * Undergraduate degree.
- * 3+ years exposure to commercial real estate with a solid understanding of financial statement analysis.
- * Not necessary, but of particular interest and could offset lack of knowledge in other areas would be: solid understanding of hotel/motel industry and aspects that play important factors in determining financial success of such properties.

If you know of anyone that may have an interest in this position or wishes to learn more about it, they may contact me in strictest confidence.

Thank you in advance for whatever help you may be able to offer.

Yours truly,



James S. Whiteford

JSW/cjb