MEMORANDUM

To: Dr. Erika Paterson, Instructor, ENGL 301, UBC
From: Aran Chang, Student, ENGL 301
Date: May 21, 2018
Subject: Letter of Application Posted on Blog for ENGL 301 Writing Team

In order to apply for a position in a professional writing team, I have created and posted a letter of application to my ENGL 301 blog. Attached to this email contains my completed application as requested.

The contents of my application letter include:

a request to be considered for a position on a professional writing team at ENGL 301

a summary of my academic and professional background

a summary of my writing strengths and weaknesses

a summary of my role and contributions on the professional writing team

Please let me know if you have any questions or if you require any further information.