301 Editha Tomaszewski Memo: Summary of Application Letter

MEMO

To: Erika Paterson, 301 English Writing Course Instructor  
From: Editha Tomaszewski  
Date: May 19, 2016  
Subject: Summary of Application Letter

As indicated by the instructions set in the unit outline, I have attached my application letter addressed to my classmates with regards to taking me on as a member on their writing teams.

I have written about the importance of being a strong team player, who is responsible and dedicated to completing assigned tasks. Also, I stressed the need for strong time management skills since it is essential to meet deadlines on time, especially if we are taking an online course. Additionally, I addressed the fact that I am willing to learn from all experienced social media users and become a great contributor towards the teams’ common goal.

Please let me know if you require any additional information.

Enclosure: 301 Editha Tomaszewski Application Letter