**Memorandum**

To: Dr. Erika Paterson

From: Daniel Tsui <daniel.tsui@ubc.ca>

Date: September 20, 2021

Subject: Letter of Application

I hope this letter finds you well. Please find enclosed in my blog my letter of application to a team in the ENGL 301 course.

Listed below is a summary of my application:

* Currently a student pursing Bachelor’s in Computer Science
* Vast knowledge in music and technology
* Previous work experience includes related fields and lots of skills
* Easy-going and values strong communication amongst peers
* Open to work collaboratively and open to work with peers of all backgrounds

Should you have any questions regarding my application, please reach me at my email and I will do my best to reply as soon as possible. I look forward to being part of the writing team should you find me suitable for this position.

All the best,

Daniel Tsui