MEMORANDUM

To: Dr. Erika Paterson

From: Hangwei Bao

Date: May 22, 2020

Subject: Application Letter

As you requested, I have written an application letter for the position of Professional Writing Team Member.

The purpose of this memorandum is to provide a summary of my application letter. My application letter includes :

My academic interests

My working experiences

My strengths and weaknesses

My Learning philosophy

Please see the attachment below. I appreciate your time reading my application letter. If there’s any problem that needed to be fixed, please comment below.

Sincerely,

Hangwei Bao