**Memorandum**

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| To: | Dr. Erika Paterson |
| From: | Leif Jack |
| Date: | May 30, 2022 |
| Re: | Writing Team Application Letter |

As requested, I have posted my writing team application letter to my website, with a copy of the letter attached to the post as a Microsoft Word file.

The application letter briefly describes my:

* background
* writing and volunteer experience
* academic achievements
* writing and work ethic strengths
* improvements goals in those areas
* learning philosophy

Please let me know if there are any issues accessing the application letter. I look forward to hearing from you.

Enclosure: Writing Team Application Letter