MEMORANDUM

To: Dr. Erika Paterson

From: Owen Picton [OP]

Date: 23 May 2017

*Subject: Introduction and Application Letter*

Dear Dr. Paterson:

As you requested in the Assignment section of our English 301 class website, here is a copy of my introduction and application letter.

The letter discusses the following:

* My experiences as a communicator as it relates to the Team Member position
* My experiences as a team member as it relates to the Team Member position

Please let me know if you have any difficulty opening the attachment. I look forward to receiving your feedback.

Sincerely,

Owen Picton

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Attach.

Cc: ENGL 301 classmates