MEMORANDUM

To: Dr. Erika Paterson: Sessional Instructor

From: Mike Powar, Student

Date:

Subject: Notice – Letter of Application for writing team member

I would like to inform you that I have posted my “Letter of Application” on my blog.

The Letter of Application for a team writing position covered the following:

* My interest in the position
* A focused summary of relevant skills and experience geared towards students who are also studying in a technical program similar to mine.
* A brief discussion of my work habits, approach to writing and learning philosophy.

Please review my letter of application at a time of your convenience and if you have any feedback to provide it will be appreciated and incorporated into my writing afterwards.

Thank for your time.

Sincerely,

Mike Powar