

**To:** Erika Paterson, Professor; All Writes Reserved Team Members

**From:** Andy Xiao, Fourth Year Sociology Undergraduate Student at the University of British Columbia

**Subject:** LinkedIn Profile Invitation

Dear Professor Paterson and my fellow group members

Through the given instructions for UNIT 2.2's assignment, I have the opportunity to formally invite all of you to my Professional LinkedIn Profile. Firstly, welcome to my personal LinkedIn profile as it will contain the following list of content:

- A clear head shot of me on the front and left of my profile
- A brief profile summary of me and my previous/current experiences
- A chronological timeline of my past and current employment experiences
- Past and current educations
- Volunteering experiences
- Skills & endorsements
- Accomplishments and certifications
- Interests

Thank you for taking time out of your important day to read this email memorandum, and I really appreciate your support and would love the opportunity to connect with you all. Please do not feel hesitant to reach out for any questions or concerns.

Kindest Regards,

Andy Xiao,

<https://www.linkedin.com/in/andy-xiao-36b586130/>