

## **MEMORANDUM**

DATE: September 5, 2019  
TO: John Doe  
FROM: Amman Sandhu  
SUBJECT: Job Transfer

### **Introductory Summary**

Recently, I have become more interested in the technical writing positions within our company. Having examined the skills necessary to be a successful technical writer, and I believe I would be a better fit for a position that involves more technical writing.

### **Strengths**

Among my strengths, I have found these four to be the most useful for technical writing:

1. Analytical
2. Experienced with technical writing
3. Passionate about learning all the details about a subject
4. Strong researching skills

### **Weaknesses**

With my strengths in mind, I have also analyzed my weaknesses:

1. Procrastination
2. Not comfortable with taking risks
3. Competitive
4. Not a strong leader

### **Interests**

Having reflected on my passions I have found four reasons to explain my interest:

1. Enjoy having a thorough understanding
2. Interested in learning new things
3. Enjoy programming
4. Interested in improving my writing skills

### **Aspirations**

There are skills that I would like to gain from technical writing namely:

1. Improved precision with explanations
2. Improved writing skills
3. Better understanding of subjects I am interested in
4. Improved ability to write clear documentation

### **Conclusion**

Based on my strengths and weaknesses I strongly believe that I will perform better in a technical writing position and hope and transfer would be considered.