

To: Dr. Weaver
From: Simone Roberts
September 26, 2025
Re: Job Letter and Resume Memo

Introduction

Searching for a technical writing position that fits what I currently have on my resume was surprisingly straightforward. A lot of entry-level and internships related to technical writing specifically are few and far between due to the rise of artificial intelligence. Besides the fact that I am eligible to apply, I selected the Technical Writing Internship at CACI specifically for this assignment to learn a bit more about the company. Technical writing is a very broad industry and regardless of what someone may specialize in, there are opportunities in virtually every industry if an applicant presents themselves as willing to learn.

Discussion

I found little information on Alfred Taylor, a lead technical writer at CACI, so I tailored my job letter to Anthony Brown, a Talent Acquisition Advisor. CACI emphasizes character and innovation, while Mr. Brown highlights integrity and loyalty. His service in the US Marine Corps adds values of honor, courage, and commitment to his profile. With this background, he is likely to review my materials carefully and with high expectations. Since we have no prior connection, I expect his evaluation to remain neutral.

I didn't edit my resume much, but I did cut out some skills I didn't think were relevant to the position. As for the job letter, I focused on ensuring that everything written was concise and relevant to the position as it's written in the posting. I also tried to be less wordy since it should be just a bit more conversational, as if I were talking to Mr. Brown as if I were in an interview with him. The biggest issue was being concise while also being thorough, especially when it came to the examples I used. With this assignment I gained more insight on how to write for a very specific audience while also being able to market myself clearly and truthfully.

Conclusion

Overall, I would assign myself a B+. Both the resume and job letter fit the listing, but I feel there is more that could be specified or elaborated on in a concise manner. The resume is a bit stronger in terms of relevant experience but doesn't highlight my team experience as well. On the other hand, the letter gives more context to both experiences, but I had a difficult time trying to convey my leadership experience in a way that fits the job letter format.

Technical Writer Intern - Summer 2026

📍 Reston, Virginia, United States of America | No Clearance | 317116

Technical Writer Intern - Summer 2026

Job Category: Intern/Co-op

Time Type: Part time

Minimum Clearance Required to Start: None

Employee Type: Part-Time On-Call

Percentage of Travel Required: Up to 25%

Type of Travel: Local

The Opportunity:

CACI is seeking a motivated technical writer (intern) who is ready to apply knowledge of standards and best practices in a fast-paced, real-world environment.

- The intern will assist in content creation, writing reports, conducting research,
- analyzing data, and making recommendations to improve effectiveness and efficiency.
- We operate in a hybrid (on-site/remote) environment. You will be a member of our CACI Teams group and will have periodic status meetings (via TEAMS) during the week in addition to project team meetings and (approximately) weekly training sessions coordinated by University Programs.
- We do not expect you to know everything on day one or at the end of the internship. We do expect you to learn, contribute and be an everyday participating part of the team we build around you.
- Depending on your long-term plans with CACI and your performance, you may also be submitted for a Government classified clearance.

Qualifications:

Required:

- Must be a U.S. Citizen.
- Currently pursuing or recently earned a bachelor's degree in English, Communications or Professional Writing, Technical Writing or Technical Communication, Computer Science, Information Technology, or a related technical field.
- Excellent written and verbal communication skills are essential. Interns must be able to collaborate effectively with subject matter experts, engineers, and other teams.
- Strong grammar, editing, and proofreading skills are critical for creating high-quality, professional-looking content.
- The ability to learn and understand complex technical information quickly is key. This may involve learning about software, products, or engineering processes.
- Technical writers must use critical thinking and problem-solving to break down complicated ideas into simple, step-by-step instructions for users.
- Strong attention to detail and the ability to manage multiple projects and deadlines in a fast-paced environment are important.

Desired:

- Good organization and attention to detail.
- Strong oral and written communication skills to explain technical concepts, document issues, and collaborate with teams.
- Proficiency with standard documentation tools like: Microsoft Office Suite, Google Docs, and Markdown editors.
- Experience with publishing software and content management systems (CMS), such as Confluence or Git, is often a plus.
- Exposure to web-based languages like XML or HTML can be beneficial.

A culture of integrity.

At CACI, we place character and innovation at the center of everything we do. As a valued team member, you'll be part of a high-performing group dedicated to our customer's missions and driven by a higher purpose – to ensure the safety of our nation.

An environment of trust.

CACI values the unique contributions that every employee brings to our company and our customers - every day. You'll have the autonomy to take the time you need through a unique flexible time off benefit and have access to robust learning resources to make your ambitions a reality.

A focus on continuous growth.

Together, we will advance our nation's most critical missions, build on our lengthy track record of business success, and find opportunities to break new ground — in your career and in our legacy.

Your potential is limitless. So is ours.

[Learn more about CACI here.](#)

Pay Range: There are a host of factors that can influence final salary including, but not limited to, geographic location, Federal Government contract labor categories and contract wage rates, relevant prior work experience, specific skills and competencies, education, and certifications. Our employees value the flexibility at CACI that allows them to balance quality work and their personal lives. We offer competitive compensation, benefits and learning and development opportunities. Our broad and competitive mix of benefits options is designed to support and protect employees and their families. At CACI, you will receive comprehensive benefits such as; healthcare, wellness, financial, retirement, family support, continuing education, and time off benefits. Learn more [here](#).

The proposed salary range for this position is:

\$39,400 - \$73,500

CACI is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, age, national origin, disability, status as a protected veteran, or any other protected characteristic.

Audience Profile Sheet

Reader's Name: Anthony Brann

Reader's Job Title: Talent Acquisition Advisor @ CACI

Kind of Reader: Primary ☒ Secondary ☐

Education: BS in Exercise Science, Coaching + Commercial Fitness - Radford University

Professional Experience: Mostly related to being a recruiter / served in US Marine Corps

Job Responsibilities: develop hiring plans, manage recruitment cycle, identify and evaluate potential applicants/employees

Personal Characteristics: integrity, loyalty, diligent, goal-oriented

Personal Preferences: none found

Cultural Characteristics: Office culture → Characterization Served in US Marine Corps → Honor, courage, commitment

Attitude Toward the Writer: Neutral

Attitude Toward the Subject: Neutral

Expectations About the Subject: Likely informed on the issues of tech writing from team tech writing lead.

Expectations About the Document: Expects a clear, well written document, showcasing relevant skills for the position

Reasons for Reading the Document: To determine if I am a suitable candidate for the position

Way of Reading the Document:

Skim it ☐ Study it ☒ Read a portion of it ☐ Which Portion? ☐

Modify it and submit it to another reader ☐

Attempt to implement recommendations ☐

Use it to perform a task or carry out a procedure ☐

Use it to create another document ☐

Other ☐ Explain ☐

Reading Skill: High

Reader's Physical Environment: Likely in office, viewing the document on the computer.

Simone Roberts
Auburn University
Auburn, AL 36832
September 28, 2025

Anthony Brown
Talent Acquisition Advisor
CACI
120121 Sunset Hills Road
Reston, VA 20190

Dear Anthony Brown,

As an aspiring technical writer with a personal project, I was excited to learn that your company is interested in hiring a technical writing intern. I am eager to apply my skills that I have learned both personally and in the classroom to a real-world job with visible impact. I am best fit for the Technical Writing Internship because I have worked on my own personal project related to the field and I have experience in a team-focused environment like CACI's workplace as described in the listing.

Regarding my personal work, I am currently working on a project, which is a user guide for AUinvolve, a website that Auburn University students use to manage, view, and learn more about student organizations that the campus hosts. The document focuses on four functions: event creation and management, roster management, announcements, and election hosting. My goal is to make something more focused on functionality rather than guidelines, as the official documentation focuses on the latter rather than the former. I really pride myself on making something that I struggled with easier and more efficient for others.

My main teamwork experience comes from serving in a leadership role with the Auburn University chapter of the National Society of Black Engineers, where I currently serve as secretary and manage a five-member team focused on producing communications and serving membership. I provide feedback, foster collaboration, and step in when challenges arise. For example, when the VP of Communications was frustrated with the Director of Communications and their work, I arranged a meeting to clarify concerns and realign expectations, which resolved the issue.

To sum up, I am a suitable candidate for a technical writing internship because I am driven to create my own personal technical writing projects where I see gaps in documentation, and because I have real-world, applicable experience working with a team which I can draw from when in a new workplace. I look forward to hearing from you regarding my application.

Thank you,

Simone Roberts