

Memorandum

DATE: September 5th, 2019
TO: Sudo Nothing
FROM: Chukwudi Ikem
SUBJECT: Technical Writing Position

Introductory Summary

I was called forth to provide a rationale for my interest in the technical writing position. Upon further reflection I can say with the utmost confidence that I would be an outstanding fit for the job.

Features

A technical writer must:

- be able to help people make decisions with concise explanations.
- respond to the needs of the workplace.
- convey information to anyone who needs it.

Technical Writing

I am interested in Technical Writing because I believe it is of paramount importance that people are provided with clear instructions to guide their product use.

My strengths include my ability to assess customer needs. I convey my point clearly to people regardless of their level of knowledge. I am also able to adapt to the needs of our company as I have proven through the many years that I have been successful at different locations of this company.

My weaknesses are that I may have a hard time completing tasks to the best of my ability when they are due in a short-time frame. In other words I need ample time to produce great documentation. I hope this job will provide me with the experience to become better at creating good work in short time.

By sharpening my weaknesses and solidifying my strengths I believe that I could gain the knowledge it takes to become a great technical writer and I intend to persevere through any machination of this company in order to do so.

Conclusion

I believe with my work ethic and perseverance that I could become a great technical writer for this company. Please call me at ext. 616 if you wish to talk more about the details.