

Memorandum

DATE: September 12th, 2019
TO: Derrick Lee
FROM: Chukwudi Ikem
SUBJECT: Technical Writing Position Cooperation

Introductory Summary

You, my friend, have been mishandled. For years you dedicated your life to the company even though you are skilled in your craft. You stood by our side as a cubicle worker when you knew you would be better suited as a technical writer.

Technical Writing

You have persevered through the monotonous machinations of this company and I believe now you will finally blossom like you were meant to.

Mutual Benefit

Your greatest skills appear to be my greatest weaknesses, with that in mind I also believe we will make a great partnership. I cannot create adequate work in limited time while your strongest skill is the ability to plan and design project ideas and set them into motion concerning your deadlines.

Qualification

You are qualified with your computer science degree, knowing that you persisted through the cubicle job I do not doubt that we could make technical writing a more rewarding task if we cooperate.

Similarities

When it comes to the teamwork we are on the same side of the coin. I have always excelled vocally and I am open to discuss issues that I may be experiencing. In other words, you will always be aware of how I am feeling at a particular moment which is important to teamwork and project management. I know that you will do the same.

Conclusion

It appears as though my strengths could complement your weaknesses and vice versa. Please call me at ext. 616 if you wish to talk more about the details.