

Memorandum

DATE: September 5th, 2019

TO: Supervisor

FROM: Daniel Banuelos

SUBJECT: Technical Writing

Introductory Summary

In this memorandum, you will read why Technical Writing is the job that better suits my abilities. Technical Writing is a sophisticated writing form that needs to conform to the type of audience. I will share with you the talents I possess that will allow me to be more useful to the firm as a Technical Writer.

Body

I want to begin by explaining why Technical Writing is an alluring topic to me so you can have a better grasp of my intentions and how I plan to attack the job. Technical Writing is imperative for any firm. There are numerous levels of communication throughout the workplace, thus needing different levels of technicality when speaking to each other. Understanding how to communicate with the varying levels is vital because I have experienced a lack of communication with higher-ups simply because of the way things were said. It's essential to me that everyone can understand one another. I believe I have a strong understanding of the audiences that are present within this firm, enabling me to communicate throughout the workplace effectively.

Next, allow me to share with you the strengths I have and why they would be better suited for Technical Writing. The first is organization; organization is necessary because you need to know how to prepare information and how to form it dependent on the audience you are targeting. Organization stems into many other skills, such as persistence, patience, punctuality, and maturity. I am also well-versed with Windows computer applications (e.g. Word, Excel, PowerPoint, etc.), with these capabilities, I can use graphics and several styles to convey critical information rather than using plain text.

Technical Writing needs an extensive repertoire of skills to be effective. I'll be the first to tell you that I do not possess all the attributes necessary, though I am determined to make amends for what I don't know and learn the skills required to be the best Technical Writer I can be. One subject that I need to work on is my resourcefulness. I don't have many connections, and I wanted to delve into Technical Writing as a way of building on that weakness.

I have both professional and personal aspirations that I hope to gain from being a Technical Writer in this firm. Professionally, I believe Technical Writing can make information easy to gather and understand. Technical Writing helps to make things simple, and that ability is priceless for any profession. On a more personal level, I aspire to gain a vast connection of resources, whether it be with people or online sources. Aside from that, I believe Technical Writing will develop my rationality and overall knowledge.

Conclusion

I hope that you see my abilities and my desire to work as a Technical Writer to be more than enough evidence to trust in me with the job. I see Technical Writing as an essential part of this firm, and I intend to accept its responsibilities all for the sake of making things more accessible around the workplace.