**Project 2: Introductory Letter (25 points)**

Read chapter 15 (Workplace Letters) to complete this assignment. In addition, you should review chapter 10 (Organizing for Readers) that discusses paragraph structure. I have also included some optional information on the basic business letter from the **North Carolina Writing Center** website: <http://writingcenter.unc.edu/handouts/business-letters/>

* **Worksheet:** There is a Project 02 folder in Worksheets that includes a handout on *How to Write the Business* Letter and *Business Letter Format.*

**Instructions:** Write a one-page business letter introducing yourself to Mr.Tangeman (I am your recipient. Keep me in mind as you write: who am I, what do I care about, how much information do I need, and what is the nature of our relationship?).

**Format:** You may use *block* or modified *block format.* Use Times New Roman as your font. Do not use anything below a 11pt font size, and nothing larger than 12pt. This letter should be *single-spaced* and will include only one line of white space between “support paragraphs.”

**Content:** Organize your response to these questions in any order you like, but be sure to answer the following questions in your letter:

* Introduce relevant personal information.
* Describe past experiences (specifically, writing experience) that prepares you for

this class--academic and professional examples would be appropriate.

* Explain the role of this class in your career and educational plans, and how the skills practiced in this course may be useful to you.
* Discuss what you expect from this class. For example, are there any skills, projects, or writing assignments that are of particular interest to you? How so?

A successful Introductory Letter will:

* Conform to business letter format, including addresses for writer and reader, correct date format, correct line spacing, and correct margin justification.
* Display professional tone and content.
* Illustrate an awareness of target audience.
* Organize its content logically.
* *Use specific and adequate detail*
* Demonstrate concision.

**My address:**

University of Houston

4800 Calhoun Rd-T2-339  
Houston, TX 77004

**PLEASE START YOUR ASSIGNMENT ON THE NEXT PAGE**

10822 Cayman Mist Dr **Introductory Letter**

Houston, Texas 77075

September 3, 2016

Colin Tangeman

University of Houston

4800 Calhoun Rd-T2-339

Houston, TX 77004

Dear Mr. Tangeman:

My name is Huynh Doan, but everyone has been calling me Dan ever since I was young. If you’re thinking about why I do not know myself. My major is in Computer Information System and my interested is computer in general. I am currently 19 years old, turning 20 by next year. I was born in South Viet Nam and moved to the United States when I was around 10 years old in 2010. I moved around the states until I landed in Texas during the summer of 2015. Currently, I have a job cashiering at a nearby Walgreens store. Hours wise, I am a junior, but I still consider myself a freshman because this is my first semester at the University of Houston. I currently do not have a dream job, but I am taking many classes that will maybe spark interest in me in the future.

I did not take the usual prerequisite needed since I transferred to the university, so my experience was a little different. I took both of my writing class during my senior year of high school as a dual credit class. As usual with an English class, there were really no exams, only essays that were counted as major grades. One of my professor’s teaching then was that he really liked to have an outline for everyone of our essays; And I do remember it since it really helped with writing many of them. Also, in one of my non-English class we had to write a research paper and I believe mine was about 10 pages long, my longest paper yet. More recent experience with writing is writing emails to different professor explaining problems and looking for solutions.

Future me will use writing skills to ask for internships and send out emails about job opportunity. I will most likely have a job in computer hardware, or some career related, where I will need to communicate with my peers through either emails or group messages. I also know most jobs will want you to write every week about what you have done and what you plan on doing in the future. So, learning how to write effectively and precisely will help with that.

I will be expecting to learn how to write very effectively and precisely through all mediums. Projects like this introductory letter, the future business and resume letter will all help me when I am either looking for the job or already has a job. Short-term goal is to find an internship at a computer-focused company and long term of course is to find a job that I love doing.

Sincerely,

Dan Doan