

# Writing submission

Document: “Team Style Guide”

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This writing sample is an adaptation of work that I produced at PayPal. This document represents the introductory portion of a longer procedures manual, without any proprietary or sensitive details. This document lacks representative examples of the more detailed content and style guidelines mentioned in the workflow overview. I need to resolve that shortcoming in a future draft.

I wrote all of the content for this document sample, and over 80% of the original document on which this sample was based.

The entire sample document is original writing, adapted from other original writing that I produced.

The content of the sample is based on direct job experience, workplace expectations, procedures, and other resources.

This document has not received any editing attention.

The sample is not fully compliant with the company style guide.

The original document was produced in anticipation of onboarding another technical writer. That style guide evolves as the writing team integrates updates to standards, procedures, and project scope.

This document is not part of a larger documentation set.