To: Professor Ilan Mitchell-Smith

From: Joseph Okonoboh

Subject: Memo Describing Choices Made in Writing Resume

Date: June 09, 2015

**Purpose.** This memo describes the choices that was made in designing the resume.

**Rhetorical Situation.** The audience for this document will typically be employers, so it is essential that the document is not only absolutely free of grammatical errors, but that it also facilitates fast access to information relating to skills and educational background, if any. Because we want instant access to information, we must eschew wordiness and use concise and terse sentences to describe the information in this document.

**Global Choices.** This curriculum vitae uses both the chronological and skills styles; however, it is mostly of the former type. The curriculum is divided into sections, wherein each section is contrasted from the rest by a green heading and a green rectangular bar that indicates the beginning of a section. Using this heading, the reader of this document can instantly find the information that he or she is looking for.

Positions and titles are also bolded since these information may be of higher priority to the reader than the rest of the information on the document.

Whitespace is liberally used so that the information can fit on a page. Finally the information on the document are arranged using a table, so that it can pleasing to the eyes.

**Local Choices.** The resume’s owner’s name is displayed at the very top in large font; the contact information of the owner is also displayed at the top right. This helps remind the reader who the resume belongs to. Since the owner will be primarily searching for employment in academia, he decided to use a curriculum vitae, instead of a resume.