

To: Dr. Royston  
From: Yanzhuo Cao  
Date: 2024/5/13  
Subject: Introduction Memo

Dear Dr. Royston,

I am excited to join the Advanced Technical Communication course this semester, bringing a background in Electronic and Computer Engineering from the UM-SJTU Joint Institute and currently pursuing a Master's degree in Data Science at the University of Michigan, Ann Arbor. This course aligns perfectly with my aim to refine my communication skills, particularly in technical settings which are vital for my future career in data science and engineering.

My academic and professional journey is marked by a deep engagement with complex technical projects, where I leveraged programming languages such as Python, C, R, and JavaScript, and tools like TensorFlow and PyTorch for data analysis and machine learning applications. These experiences underscore my proficiency in not only handling large datasets but also in translating complex technical details into accessible information, a skill I am eager to enhance through this course.

I have participated actively in sports and leadership roles within academic clubs, which taught me the importance of clear, impactful communication within a team. I believe these skills will be beneficial as we delve into various forms of technical documentation and collaborative projects in TC4960J.

This semester, I am particularly looking forward to learning about technical diagrams and data visualization, as I believe these are crucial for effectively communicating complex information in my field. Additionally, I aim to improve my proficiency in writing technical abstracts and proposals, essential skills that I anticipate using frequently in my upcoming research and professional engagements.

Thank you for the opportunity to learn under your guidance. I am committed to contributing to and learning from our class discussions and assignments, and I look forward to the challenges and growth this course promises.

Best regards,

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