

XYZ Corporation
Interoffice Memorandum

To Hildi McDoodle
From Stacey Sloughfy
Date June 8, 2024

Subject Tuition Reimbursement for Certified Technical Writer Course

I am requesting that XYZ Corporation consider reimbursing me for the tuition fee for the Certified Technical Writer course I am currently enrolled in through the University of Evansville in partnership with Butler Community College.

In my current position as Laboratory Specialist and Oracle SME, I am responsible for communicating effectively in writing through emails, letters, and memos with project engineers, IT, vendors, and our on-site procurement team. It is important for me to communicate clearly and transparently in order to obtain important information from certain groups and transfer it correctly and concisely to other groups as needed. Everyone needs to be on the same page. Since it is my job to boil the information down to the nuts and bolts, I want to become the best writer and communicator possible. When gathering information from engineers for capital projects, for example, it is important to not miss any details when requesting quotations from outside vendors regarding those projects. This can potentially save time and money and ensure things are done correctly the first time. I am also responsible for updating standard operating procedure documents in the laboratory. This course will help me write in such a way that knowledge is transferred efficiently and so that complex procedures and instructions are easily followed and understood by readers.

Certified Technical Writer Course Description: Course will explore the framework in which technical writing exists, the conventions it follows, and the essential elements all technical writing must have. The course also includes a lesson on preparing for the (CPTC) Certified Professional Technical Communicator exam offered by the Society for Technical Communication (STC). The tuition fee for the 6 months/125 course hours is \$2195.

My goal from this course is to become more efficient with my communications, and to become a better technical writer. These new skills will not only benefit me, but the investment will benefit your department and the company overall. If you would like more specific information about the course such as a breakdown of the fees or a detailed course syllabus please let me know.

Sincerely,

Stacey Sloughfy