

Good morning/afternoon/evening Dr. [REDACTED],

My name is Jake Robert Hyland, and I am a Junior year student hailing from the small town of Blooming Prairie, Minnesota. I am a Game Design Major with two Minors: one in Creative Writing, and the other in Entrepreneurship and Innovation.

As a Creative Writing Minor, I have completed such courses as ENG 207, 237, and 310, and have gained experience making creative prose, poetry, and writing essays on a wide variety of topics.

I have written papers and summaries of articles concerning critical issues in the video game industry via IM 180 and IM 380. Most of the professional writing I will be concerning myself with comes in the form of "Game Design Documents" that are created to disseminate information clearly about the development of any project.

The focus of my career is in sound design and composing music for games. I also pursue the creation of stories that take advantage of the soundscapes I make in my free time. I plan on finding a more precise goal for my post-graduation stage of living through an internship this summer.

Most of my focus on creating albums of music and writing detract from my involvement in extracurricular activities. I do find time, however, to run a few different campaigns of Dungeons and Dragons for my friends, which combines storytelling, music curation, and improvisation into a single pastime.

Personally speaking, I look forward to learning more about business writing and adapting my own style for the sake of improving myself and adding to the already impressive pool of quality writing in the world.

Thank you for your time,
Jake Hyland

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Memo

To: Professor [REDACTED]
From: Jake Hyland
Date: September 10, 2019
Subject: The Syllabus of ENG 306.40 and my personal pre-assessment of the course

ENG 306: Advanced Writing—Business Communication is a class that presents itself thoroughly through its syllabus, and will ideally contribute to educational objectives I have, and perhaps some I was not previously aware of. To thoroughly deliberate on both the syllabus and my expectations of the course overall, my personal thoughts can be separated into three categories of address.

Reasons for taking the course

I am taking this course as both a matter of convenience and preference. This class fulfills both the honors program requirement of a fifth class, and finishes my Entrepreneurship & Innovation Minor. Beyond these basic reasons, I also want to adapt myself as much as possible to methods of professional communication that I feel are necessary for gaining respect in multiple fields of business. I think in the digitally-interconnected environment that the world is becoming, it's much more important to be able to communicate concisely without necessarily having face-to-face interaction.

Learning goals for the course

The goals I intend to reach by the end of this course are tied directly to writing themed around the workplace, with a particular focus on building a suitable résumé. While I still value the other assignments, I especially want to hone skills in emailing, making informal reports, and working with my résumé to earnestly and effectively represent myself. I have little doubt in this course's ability to deliver on these goals if I put in the appropriate amount of effort.

Challenges anticipated for the course

I believe that the majority of the challenges I will face over the course of the semester come from my attempted engagement with people viewing my résumé. While I have a reasonable amount of presence both on and off the page, I find it difficult to honestly communicate what I bring to the metaphorical table in any given situation without feeling as though I am exaggerating. The process of writing in a professional setting requires the correct balance of honest appraisal and understanding the skillsets of multiple people, and that is something I am not accustomed to keeping track of, as I have commonly worked on my own or in very simple environments.