

TRAVIS WASHBURN'S  
BUSINESS-WRITING PORTFOLIO

# STANDARD BUSINESS LETTER

# TRAVIS WASHBURN

175 W. 5<sup>th</sup> S. Apt. 502, Rexburg, ID 83440

208.555.0001

TravisWashburn@gmail.com

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21 March 2007

Scholarship Committee  
120 Kimball Building  
525 South Center St.  
Rexburg, ID 83460-1615

Dear Scholarship Committee:

I am writing to petition for an extension of my full-tuition academic scholarship for the summer 2007 semester.

The following is my personal information, which you requested:

|           |  |
|-----------|--|
| Name:     | J Travis Washburn                                    |
| I-Number: | 00-000-0000  |
| Address:  | 175 W. 5 <sup>th</sup> South #502, Rexburg, ID 83440 |
| Phone:    | 208.555.0000   |
| Email:    | was01002@byui.edu                                    |

My scholarship has been terminated because I am 3 credits over the limit. There are several reasons for this. In high school, I received 3 credits from an advanced placement course and 4 credits from a course sponsored by Boise State University. Also, as a freshman and sophomore, I took several courses that I was interested in, but which were unnecessary for graduation. I would have audited these, but at the time, I didn't realize there would be credit restrictions later on.

I am anxious to graduate as soon as possible, and I need one more semester to do so. If I am awarded this scholarship extension, I will be able to afford to attend school during the summer. This means I could finish in July rather than December.

I have worked hard to achieve academic excellence in all of my classes. I plan to continue this pursuit as I finish my degree from BYU-Idaho. This scholarship extension will help me to do so.

Thank you for considering my request. I look forward to receiving your decision.

Respectfully,

Travis Washburn

EMAIL MESSAGE

# TRAVIS WASHBURN

175 W. 5<sup>th</sup> S. Apt. 502, Rexburg, ID 83440

208.555.0001

TravisWashburn@gmail.com

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To: "Hopskins, J." <ho0000@byui.edu>  
From: "Washburn, Travis" <traviswashburn@gmail.com>  
Date: Jan 16, 2007 4:28 PM  
Subject: Re: Writing Center job application

Dear J.:

I am sorry to tell you that, despite your qualifications, we will not be hiring you at the Writing Center at this time. As we discussed in our interview, we would need to rush your training in order to make your employment effective. However, it would be difficult to do so with you missing (at least) the first 15 minutes of W.C. Seminar each week.

We wish you the best and invite you to apply when you return from your mission.

Sincerely,

Travis Washburn  
Supervisor, Writing Center  
TravisWashburn@gmail.com  
208.555.0001

# LETTER OF APPLICATION

# TRAVIS WASHBURN

175 W. 5<sup>th</sup> S. Apt. 502, Rexburg, ID 83440

208.555.0001

TravisWashburn@gmail.com

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27 March 2007

Mr. Nigel Walters  
Kronos Laboratories  
2311 Aguaquemas Rd.  
St. Santiago, AZ 84223

Dear Mr. Walters:

Please accept this letter as an application for the editor-in-chief position. I am sure my experience and education will prove suitable for the position.

I have an extensive background in writing. I have taken numerous writing courses, including Advanced Writing for Business, Advanced Writing for English and Humanities, and Rhetorical Studies. Also, for the past three semesters, I have worked at the BYU-Idaho Writing Center. While assisting my fellow students with their writing, I have become trained to look for strong points as well as for areas that could use improvement, and I am able to apply this criticism to my own work. I understand the importance of revision, and I am committed to achieving excellence in each piece of writing.

I am also experienced in editing and design. I am the primary creator of three publications which have been circulated locally: a biography, a series of essays, and a novel. I wrote, edited, and formatted these texts (which ranged from 100-400 pages). During these projects, I became efficient with the Adobe Creative Suite, particularly with Photoshop and InDesign (see <http://stores.lulu.com/store.php?fAcctID=536698> for my Lulu.com storefront). I also have many hours of editing experience from my employment at the Writing Center.

I would appreciate the opportunity to be interviewed for this position. I can be reached at (208) 555.0001. Or, if email is more convenient, I may be contacted at [TravisWashburn@gmail.com](mailto:TravisWashburn@gmail.com).

Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Travis Washburn

# RECOMMENDATION REQUEST LETTER

# TRAVIS WASHBURN

175 W. 5<sup>th</sup> S. Apt. 502, Rexburg, ID 83440

208.555.0001

TravisWashburn@gmail.com

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January 19, 2007

J. Ashen  
Brigham Young University-Idaho  
138 SA  
525 South Center St.  
Rexburg, ID 83460-0820

Dear Mr. Ashen:

I am writing to request that you write a letter of recommendation (to accompany my résumé). I hope that you would give me a strong recommendation.

I will soon be applying for a professional-writing internship at the Idaho National Laboratory. This position will give me additional experience as a professional writer and editor. It will also assist me in acquiring future employment.

So that you may understand my experience and accomplishments outside of our interaction, I have enclosed a copy of my résumé.

Thank you for your time and consideration. Please let me know your response to this request. I can be reached at (208) 555-0001, or, if email is more convenient, I may be contacted at [TravisWashburn@gmail.com](mailto:TravisWashburn@gmail.com). Should you accept, I will send you more details on what is needed. I look forward to your reply.

Respectfully,

Travis Washburn

Encl.: Résumé