

To: Supervisor

From: Executive Assistant to the Pastors

Subject: Reimbursement Request for Professional Development

I am writing to let you know that I am currently enrolled in the online course, "Certified Technical Writer", through Santa Fe College's ed2go program. If permitted, I would like to respectfully request full or partial reimbursement, and I would like to explain why.

In my role as your assistant, I've found that business and technical writing are among my most valuable and frequently used skills. I would estimate that at least 70% of my work involves email processing with our staff, congregation, and individuals and organizations outside of Trinity. These emails are often on behalf of the pastors and relate to visitors, new members, and hospitality. In addition, you have allowed me the opportunity to develop staff training. At times I have needed to provide written instructions to help with our database, website, and other systems. My ability to effectively communicate with writing helps me maintain useful meeting minutes, correspond with lay leadership, maintain calendars, and collaborate with you each workday.

Improving my technical writing could be beneficial to our staff team in many ways. The quality of written instructions and internal training we are developing would improve. While respecting departmental boundaries, we may utilize my experience as an IT professional to assist with posting staff training content to our website. Due to my interest in editing and if requested, I could support and assist ministry leaders to create training and documentation for their areas.

Taking this class has already been beneficial to my work. The skills and confidence I'm gaining is making me more efficient when composing written communications. Writing as a work responsibility increases my job satisfaction. While my current responsibilities do fulfill my work hours, increased writing responsibilities adds to my enjoyment of and fulfillment with my work. Quite simply, writing makes me happy.

My decision to take "Certified Technical Writer" was made independently and I have already paid the fee of \$2,195. But my experience working with you has shown your consistent support and proactive efforts to help me grow in my role at Trinity and personally. I understand that this decision may not fall entirely within your authority or align with the current guidelines for professional development, but I sincerely appreciate your consideration if this is a possibility.

With gratitude,

Cindy