**Example Micro-Challenge Memo (Partial)**

**This example illustrates a standard memo with proper headings (circled below) and starts with a memo purpose. The tasks in the memo are numbered and answered in sequence. Each written response starts with a brief restatement of the task which is followed by a thorough and accurate response supported with an image and associated weblink. The image is present in the memo, visible and legible.**

**TO:** My Manager

**FROM:** \_\_\_\_\_\_\_\_\_\_\_\_\_ – Assistant International Trade Specialist

**DATE:** June 4, 2022

**SUBJECT:** Information Sources about \_\_\_\_\_\_\_\_\_\_\_\_\_

This memo identifies and summarizes information about the country of \_\_\_\_\_\_\_\_\_\_\_\_\_ from a variety of sources that may prove helpful for international trade efforts. The information may aid in decision-making with regard to international trade with \_\_\_\_\_\_\_\_\_\_\_\_\_. The four tasks I was assigned are addressed sequentially below.

1. Four US governmental resources about \_\_\_\_\_\_\_\_\_\_\_\_\_ were reviewed. A brief description, summary, image, and weblink are provided for each.

A. The International Trade Administration has a Country Commercial Guide for \_\_\_\_\_\_\_\_\_\_\_\_\_. This resource provides information about . . . .

Graphical user interface, text, application, email

Description automatically generated

Weblink: <https://www.trade.gov/country-commercial-guides/gabon-market-overview?section-nav=10574>

B. The office of the US Trade Representative provides a document called the 2018 National Trade Estimate Report on FOREIGN TRADE BARRIERS which provides information regarding \_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_.

Graphical user interface, text, application, email

Description automatically generated

Weblink: <https://ustr.gov/countries-regions/africa/central-africa/gabon>

etc.,