January 25, 2023

The University of British Columbia

2329 West Mall

Vancouver, BC Canada V6T 1Z4

Dear English 301 Community,

I am writing to join a professional ENGL 301 writing team this semester. I am currently in my third year studying Computer Science and I believe the skills developed in my professional and personal experiences would serve as a benefit for my prospective team.

My recent work experience includes working as a Marketing Coordinator for a nutraceutical company where I gained professional communication skills through working with external organizations to develop valuable partnerships. In addition, I served as the Vice President Academic for my undergraduate student society, which required active listening and productive collaboration in an interprofessional team consisting of faculty members and students.

Through these roles, my skills of establishing meaningful collaboration and efficient communication have improved significantly. My learning philosophy involves continuous growth and evolvement through engagement, practice, and curiosity. Therefore, respectful discussion and collaboration is an important component for a successful and supportive team environment.

Overall, I believe my commitment to this course combined with my skills and experience will make me an excellent candidate for your writing team. Thank you for your time and consideration. Feel free to reach out to hzhou2@student.ubc.ca for any questions or comments. I look forward to hearing from you.

Sincerely,

Helen Zhou

Attached: 301 Helen Zhou Application Letter