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September 15, 2019

ENGL 301 Technical Writing Class  
University of British Columbia  
#214- 1961 East Mall, Vancouver, BC V6T 1Z1

Dear ENGL 301 classmates,

As a current third year student in the Bachelors of Business in Real Estate Degree Program, I am pleased to submit my application to join a writing group for the remainder of this semester. I have outlined below my previous professional experience, along with a list of attributable strengths and weaknesses in regards to my current writing skills and work habits.

My previous professional experience working in the real estate industry has consisted of various positions that have been related to the development and construction of residential homes throughout the Lower Mainland. I have also obtained my Real Estate Trading Services License and have acted in a professional capacity for the acquisition and disposition of real estate. My current writing experience consists of writing and formatting contracts for purchase and sale, addendums, academic essays, term reports and even a full narrative appraisal report for a commercial building. I have complied a list below of both strengths and weaknesses that I have identified bout my current writing skills and work habits:

**Strengths:**

* Experience writing and drafting legal contracts for the purchase and sale of real estate
* Good understanding of technical writing and communication including legal correspondence, subject clauses, condition precedents and other terms related to contract law
* Understanding of business writing, electronic signature platforms and email communication
* Experience in maintaining a tight schedule with multiple tasks, meeting deadlines and working in teams while engaging with all members in a collaborative and cohesive manner

**Weaknesses:**

* Limited experience working remotely with team members via online learning networks
* Limited exposure to the creation and maintenance of social media platforms and blogs

My learning philosophy and style is based on spaced repetition and active recall. I like to identify the key topics and material I need to understand and I then use spaced study sessions and various forms of active recall to assimilate the information into my long-term memory. I hope the above-mentioned details about myself identify me as a great fit for your team, if you have any questions, please don’t hesitate to email me at [ranj.dhaliwal@alumni.ubc.ca](mailto:ranj.dhaliwal@alumni.ubc.ca).

Thank you for your interest,



Ranj Dhaliwal