1234 West 56th Ave.

Vancouver, BC  V6M 1T7

January 24, 2023

English 301 - Technical Writing Class

University of British Columbia

2329 West Mall

Vancouver, BC  V6T 1Z4

Dear Class of English 301:

Please consider my application for the position of writing team member. I am currently a fourth-year Psychology student at the University of British Columbia, and a freelance advertising producer in the Vancouver area. With both my professional and academic background, I believe I can be a valuable addition to your writing team.

Over the past two decades I have worked as a producer in the Canadian advertising industry where my responsibilities include production scheduling, estimating, talent sourcing, crew management, post-production supervision and final station delivery of material for broadcast. The coordinating of multiple moving parts has provided me with very strong organizational and time management skills, as meeting deadlines is crucial to a successful project. Moreover, I have developed strong communication skills through numerous brainstorming sessions, briefs, presentations, and correspondence, allowing me to navigate different personalities and situations with successful collaboration and respect.

Over the past five years I have also been attending college and university to obtain my B.A in Psychology, setting my sights on a potential career shift. Throughout this time, many individual and group projects have strengthened my writing skills using both APA and MLA formats. Specifically, I completed a research project with a team of eight which involved writing a proposal, abstract, informed consent form, debrief and final report, as well as conducting an online study and data collection. High levels of detail, teamwork, time management and ethics were essential for success, and I feel I can bring these skills to your team.

While I am a very motivated and hardworking individual with a strong work ethic, grammar is an area of my writing I am constantly trying to improve upon. However, I believe my philosophy of always being open to learn and grow will help facilitate this in the coming weeks.

Thank you for your consideration and I look forward to hearing from you.

I can be reached via email at jenndunbarprod@gmail.com

Sincerely,

Jenn Dunbar

English 301, Student