Technical Writing 301/ Sept  2016

University of British Columbia

2329 West Mall, Vancouver, BC V6T 1Z4

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Ajay Brach

Student

University of British Columbia

2329 West Mall, Vancouver, BC V6T 1Z4

Dear 301 Technical Writing class,

I am writing to express me keen interest in being a member of your professional writing team. After reading the assignment posted on our class website first week of class, I was eager to apply. I currently work for Lululemon Athletica as an Analyst where I write professional documents and correspond with colleagues using professional writing skills on a daily basis. Our professor, Erica Paterson, included this assignment and posting as the first step to our group work in the class. I'm excited to get started and work collaboratively with you in creating and completing excellent professional writing assignments.

Having worked in the professional realm for over 3 years, I feel the skills taught in this class can be invaluable to my career endeavours. I work hard to improve myself on a regular basis through challenging myself physically and learning new things. I first completed my degree with a Bachelor of Commerce from UBC's Sauder School of Business in 2012. Since then, I've decided that I want to pursue graduate school and feel that this course would be a valuable asset in creating my applications for next fall. Currently I help in the creation of business cases for projects as well as analyzing the health of project budgets for Lululemon's ongoing projects. Effective communication is crucial when working with a team. Since joining the Lululemon team I have also been responsible for updating and creating several internal documents to which management and other colleagues of mine use regularly.

My biggest strength when it comes to communicating is my ability to convey a message. I am a very visual learner and love to understand things. I find that if I take the time to understand a topic rather than memorizing it, I can work my way through the process each time the very same way. I approach learning similarly to the way a building is built; I create a good foundation then build slowly with new topics. It's this methodic approach that I take when understanding that I also apply when I am trying to convey a message. Being that I am a visual learner, I would not consider memorizing a strength of mine. This inadvertently has resulted in poor skills in spelling. However with today's technology and tools such as spell check, my lack in abilities with spelling does not impede my ability to communicate professionally.

With the combination of my work experience, education and personal interests, I believe I have a strong foundation to make a positive contribution to your professional writing team. I thank you for your time and consideration, and look forward to hearing from you at your earliest convenience. I can be reached at (778)-994-2901 or AjayBrach@gmail.com.

Sincerely,



Ajay Brach