3333 University Way,

Kelowna, BC V1V1V7

May 26, 2021

Class of 301 Technical Writing

2329 West Mall

Vancouver, BC V6T 1Z4

Attention: 301 Technical Writing Class

Please consider my application as a professional writing team member for the 301 Technical Writing Class for the summer 2021 semester. I will graduate from the University of British Columbia Okanagan with a Bachelor of Science in Earth and Environmental Sciences in August 2021. With four years of university experience, I believe that I am an ideal candidate for this role as I have been required to produce extensive written communication and many experiences working in a team environment.

I am interested in working in the sustainability sector of environmental sciences and more specifically through field work. In early 2020, I participated in a week-long field course in the Central Otago region of New Zealand. During this course, I learned and refined field techniques such as taking quantitative and descriptive field notes, providing field interpretations, and working with geological field maps. This experience taught me how to remain organized in my work while also making efficient use of time. Being well organized was critical as we visited numerous locations each day, while also competing with rapid weather changes. I was able to fine-tune my interpersonal and communication skills when placed in teams tasked with making precise and accurate field measurements. My time in this course has strengthened my efficiency and organizational skills in writing while also providing a greater understanding of how to work and communicate with others.

My strengths in terms of writing skills and work habits include:

* Strong organizational and time management skills
* Always trying to produce my best work

My weaknesses in terms of writing skills and work habits include:

* Wordy writing
* Issues arising with grammar and sentence structure

I learn best through an interactive and trial and error method. Although I am highly capable of following instructions, I learn most effectively by going through the process being asked of. I find that by either failing or succeeding completion of the task solidifies and allows for the greatest learning for myself.

If my skills and experience would prove beneficial to your professional writing team, please email me at [abramski@student.ubc.ca](mailto:abramski@student.ubc.ca).

Sincerely,

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Description automatically generated with low confidence

Claire Abramski