

(My address)
Vancouver, BC

January 12th 2018

ENGL 301 99C Classmates
UBC Department of English
2329 West Mall
Vancouver, BC, V6T 1Z4

Dear ENGL 301 99C Classmates,

I am writing to propose a partnership for our upcoming assignment. I have a variety of strengths that I believe will help to complete this assignment to a high standard. I will also include what I am looking for in a team member, in order to provide strength in areas that are my weakness.

I am currently finishing up my time at UBC and will be graduating with an interdisciplinary degree with a focus on Commerce and Psychology. Because of this mix of education, I have developed good communication and time management skills. Although I have been tasked with writing many reports and papers, expressing my thoughts clearly in writing is not my strong suit. My basic spelling/grammar/punctuation skills are something that I need to work on, and something that I am looking forward to developing this course. Ideally, I am looking to work with peers who feel comfortable in their ability to clearly communicate ideas through a well flowing piece of writing. I am also looking to work with classmates that are punctual and are willing to work to have assignments completed by, and ideally before the deadlines.

This course being offered online provides a unique opportunity to work with students of many backgrounds who bring different strengths to a group. I am looking forward to learning from not only our instructor and materials, but from other students in this course.

If you are interested in working together, please feel free to contact me at amandajessieburke@gmail.com

Best,

(signature)

Amanda Burke