2205 Lower Mall

Vancouver, BC, V6T 1Z4

January 14, 2017

ENGL 301 Technical Writing Class

University of British Columbia

2329 West Mall

Vancouver, BC, V6T 1Z4

Dear ENGL 301 classmates,

Please consider my application to be a member of your professional writing team for ENGL 301, as advertised on the ENGL 301 blog page. I am a fourth-year student in the Bachelor of Computer Science (BCS) program at the University of British Columbia (UBC). Over the course of working in the customer service industry for eight years, I have developed excellent communication and teamwork skills which I believe would make me a valuable team member.

My first degree is a Bachelor’s in Commerce, specializing in Human Resource Management. After graduation, I had a strong urge to give back to the community. Therefore, I decided to work and volunteer at charitable organizations such as the YMCA and the Canadian Cancer Society, respectively. In the future, I wish to make the best use out of both of my degrees and become a Project Manager, where I can facilitate better communication between business clients and technical employees.

I have completed two co-op experiences while attaining my BCS degree. First, I was a Learning Technology Rover for the Faculty of Science at UBC and second, I was a QA Ninja at Eventbase Technology Inc. I wrote training documentation for both experiences and they are still in use today. I am able to write in a tone that is suited for the audience; however, it can veer too much into a formal tone. I also have difficulty in letting a project go or sharing a task with others, but I am a conscientious and fast learner.

My learning philosophy is “you learn by doing.” I find practical experience in the subject matter to be superior to reading or listening about it. I also think that group work can be very rewarding in the sense that one can gain a different perspective from one’s peers.

Thank you for your time and consideration of my application. I feel I would be a good fit for your professional writing team due to the qualities and experiences I have described above. If our background and interests are in alignment, then please contact me through the Facebook group page or by email at angelaichen87@gmail.com. I look forward to hearing from you.

Sincerely,

Angela Chen