Alanna Mckeigue

ENGL 301 98A

Erika Paterson

Vancouver, BC

Subject: Professional Writing Team Member

Dear colleague,

In search of a team for 301 Technical Writing for group assignments, please consider my application. As for my experience working as a leader and team member in a dental setting, I communicate efficiently and effectively. I easily integrate into a new team and am accomplished at critical thinking and problem solving. I am wholeheartedly looking forward to exceling at our upcoming endeavours by creating a positive and healthy learning environment.

I am currently in my third year of DHDC at UBC. Upon graduating from dental hygiene I have lived and work in a variety of settings and offices. This has created a vast and empathetic outlook on the client’s and professionals I work with. As well, I am comfortable working in challenging situations and am comfortable in aiding the team to

In a team setting my strengths would include critical thinking and problem solving, creating an empathetic and timely leader, and integrating into a diverse team. I would love to become familiar writing and formatting clear and concise blogs, reports, resumes, and letters. Working together in motivating and communicable environment is one of my main beliefs.

Thank you for your time and consideration of my application. I am looking forward to discussing my qualifications with you.

Kind regards,

Alanna Mckeigue