2970 E 6 Ave

Vancouver, BC

V5M 1S1

January 19, 2021

ENGL 301

The University of British Columbia

2329 West Mall

Vancouver, BC

V6T 1Z4

Subject: Writing Assignment Group

Dear ENGL 301 Classmates:

Please consider my application for entry to your ENGL 301 writing team. I believe that my work ethic and experience make me an excellent addition to your group.

I am currently enrolled in the Bachelor of Computer Science program, which is my second degree. I completed my first degree in Petroleum Engineering at the University of Alberta, where I graduated with First Class Standing. Following this, I worked for four years as a consultant for a software company called Copperleaf Technologies. In this role, I was responsible for conducting requirements gathering workshop sessions, writing software specifications, and coordinating development, testing, and deployment activities. I managed multiple concurrent projects, managing the cost, scope, and schedule for each. Despite this background, my professional interests have turned toward software development.

My experience at Copperleaf Technologies provided me with several competencies that will be valuable in this course: an ability to manage projects, and strong attention to detail. Below, I’ve included a list of my strengths and weaknesses regarding my work ethic and writing ability:

Strengths:

* Very driven and will not settle for low-quality work.
* Work well in team settings.
* Can effectively manage time.

Weaknesses:

* Writing can lack conciseness.
* Occasionally have difficulties linking ideas in writing.

Thank you for taking the time to consider my application. If you believe that I would make a good fit for your team, please reach out to me at [clements.alexander@outlook.com](mailto:clements.alexander@outlook.com). I look forward to speaking with you further.

Regards,

Alexander Clements