777 Jones Street

Kelowna B.C. V1Y 2S6

Mar.19 2019

English 301 99C

University of British Columbia
2329 West Mall
Vancouver, BC V6T 1Z4

Dear 301 Technical Writing Class:

Please accept this letter of interest in response to the posting for a Technical Writing Team Member, as posted on the Technical Writing Blog on Jan 2, 2019. I am interested in joining a diverse and self-motivated group of writers with whom I can complete professional, collaborative writing assignments.

I am currently completing the third year of my Science Degree, attending classes both online and at the Okanagan Campus. My future goals include finishing my degree, writing the MCAT and applying to Medical School. During my education, I have found two learning techniques to be helpful: Hands-on application/practice and recall. I appreciate that there is the opportunity for practice and revision in this class.

Presently, I hold a full-time Administrative Assistant position in KGH’s Microbiology Department, which includes assisting and performing clerical duties for the department and the three Medical Microbiologists employed at KGH. This position has given me the skills to communicate efficiently with professionals from all over the Interior.

Previously, I held the position of Educator for the Medical Device Reprocessing Department at KGH where I learned how to communicate not only as a co-worker, but as a leader. With a staff of over 50, email was often the most reasonable method to distribute information and I became comfortable communicating electronically.

I struggle with poor grammar and punctuation in my writing, focusing more on word choice. My strengths include communication, time-management, and a keen interest in English. I will be a diligent and collaborative member to a writing team and appreciate your consideration.

If you are interested in working with me or would like any more information, please contact me at Alicia.Degelder@alumni.ubc.ca.

Best regards,

Alicia DeGelder