May 25, 2021

The University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Attention: Prospective ENGL 301 writing team members

Dear fellow students,

I am writing to express my interest in joining you as a team member for our ENGL 301 teams. I am a fourth year Bachelor of Science student, studying biology with a focus on environmental sciences and ecology. I will be graduating in November 2021 after completing my summer courses. Throughout the past few years, I have developed my reading and writing skills to a high level, due to a combination of both my academic and work experience. While I have written many essays, papers and lab reports in my science courses, I have also taken writing intensive courses at UBC such as English literature (ENGL 110) and several political science and philosophy classes. As such, I am confident in articulating complex facts and multi-faceted arguments in a clear, concise and professional manner.

In the workplace, I have had the opportunity to explore a variety of different forms of written prose. Most importantly, I have significant experience in a number of communications and marketing roles. As Communications Assistant at BC Children’s Hospital Research Institute, I frequently had to write content for online distribution, or editing pre-existing content for adaptation to new formats. As a Residence Advisor in Marine Drive, I frequently had to submit reports regarding incidents which occurred in the residence area. Such reports were highly technical in nature, as they had to be written in the third person, be completely objective in tone, and lack any form of speculation or personal bias.

After graduation, I hope to attend law school at UBC or the University of Victoria. This past year, I was successful in gaining admission to several Canadian law schools, including the University of Alberta, but I decided to reject these offers for a number of reasons. Most importantly, I would like to have a chance to first complete my undergraduate degree and attend a more local school. I would also like to spend some time in the workforce, both to take a break from school and develop some of my non-academic skills.

Some of my strengths in this context are that I am an organized person who always strives to produce work that is to the highest of quality. Due to my past experiences, I am a confident writer. However, one weakness present in my writing is that at times it can be very dry and uncaptivating, lacking in character. Additionally, some people have noted that some of my work may be overly verbose and lacking in brevity as I often gravitate towards passive instead of active voice.

If you are interested in accepting me as a member of your team, please contact me at alirod2011@gmail.com at your earliest convenience. I look forward to hearing back from you in the next week.

Thank you for your interest,

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