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Vancouver, BC, V6T 1Z1

May 20, 2020

ENGL 301 98A – Technical Writing

University of British Columbia

2329 West Mall

Vancouver, B.C., V6T 1Z4

Dear Classmates in ENGL 301,

Please consider my application for a position in your writing team as posted on Lesson 1:2 Assignment Instruction Page for ENGL 301 98A. Having written for public associations from my co-op placement in combination of my coursework in the Bachelor of International Economics degree, I am passionate to give concrete feedback and reflect on peer’s work.

As an Economics student, I am proficient in presenting abstract ideas to concrete and organized explanations. In my free time, I enjoy reading newspaper to understand macroeconomic trends and giving useful suggestions to resolve economic problems. In my team projects at school, I have developed excellent communication and time management skills. I take my work seriously because I understand my performance will directly influence my team’s output.

I am admitted to Arts and Business Co-op program. This exceptional exposure allows me to practice writing in different professional fields. My co-op experience at ADP Financial Ltd. and the Alzheimer Society of B.C. provided me audience-focused and precise writing skills, as well as to explore different styles of writing, such as Email and newsletter etc.

A weakness of my writing is conciseness. Sometimes I find myself repeating the same idea with unnecessary explanations. While my goal in this course is to learn writing in the right tone with the right diction, what I have been doing to improve this is to read a variety of materials and start early on my assignment to allow more time for proofreading and editing. This also speaks out to my learning philosophy, which is to learn through understanding. Defining the target audience, the purpose and the context of each writing assignment are key to a good piece of writing.

These accomplishments would make me an outstanding asset to your professional writing team. Thank you very much for your time to review my application. I would appreciate to be considered a member in your team. Please contact me at alisonma@alumni.ubc.ca. Looking forward to hearing from you soon.

Yours Sincerely,



Alison Ma