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Vancouver, BC V6K 1J9

September 18, 2020

ENGL 301 99A – Technical Writing
University of British Columbia
2329 West Mall
Vancouver, BC V6T 1Z4

Dear ENGL 301 99A classmates,

I am writing to you today to submit my application to your professional writing team for the duration of the 2020 Winter semester of the ENGL 301 Technical Writing course at the University of British Columbia (UBC).

Since 2018, I have worked as an epidemiologist at the BC Centre for Disease Control (BCCDC). In this position, I work primarily in biostatistics and data analysis for the purpose of disease surveillance and program evaluation. Much of my work also consists of technical writing through translation of scientific findings for diverse audiences, including through writing annual reports and briefs for policymakers, lay summaries for the public, and peer-reviewed articles for the research community.

Before transitioning into a career as an epidemiologist, I also spent two years working in media relations and advocacy in the non-profit sector. I currently hold a Bachelor of Science from McGill University and Master of Science from UBC, both of which have helped develop my technical writing skills substantively.

My professional and academic experience has allowed me to work extensively on collaborative projects, and I am at my best when I am able to share ideas and cooperate with others. In recognition of the course requirements and quick turn-around required for assignments, I have proven experience as a timely, effective, and responsive team member.

In regard to my weaknesses in technical writing, I have limited experience in creating visualisations or aesthetically pleasing outputs to complement my writing work. My learning philosophy involves always being open to new learning opportunities, and constantly engaging with new subjects and perspectives – a philosophy that I hope my team will share.

I feel that I would be a valuable asset to your professional writing team and would be grateful for the opportunity to discuss further. Please feel free to reach me at aminamoustaqim377@gmail.com at your convenience. Thank you for considering my application and I hope to hear from you soon.

Sincerely,

Amina Moustaqim-Barrette