##### 1234 ketcheson Road

##### Vancouver, BC V8K 0L3

##### January 20, 2021

##### ENGL 301 99C Class

##### UBC Department of English

##### 1837 E Mall #397

##### Vancouver, BC V6T 1Z1

##### Subject: Application to Join Your Professional Writing Team

##### Dear ENGL 301 colleagues,

My name is Anna, one of the members of the ENGL301 99C cohort. As a third-year student in a computer science program, however, with abundant experience in professional writing, please consider my application!

Before I got admitted into the BCS program at UBC. I finished my master’s degree in education at the University of Toronto three years ago, and after that, I have been working in NGO that serves vulnerable groups in Toronto. I was a community organizer working on different projects that relates to social issues, I have worked on over 6 different projects (community-based projects or research projects) with different stakeholders, including government officers, private funders, community members, and so on. The reason that I am with BCS is that I want to bring my knowledge gained from BCS back to my advocacy work.

In terms of academic performance, I had a bachelor’s degree in Arts, with an average score of 91 or so. With this result, I was admitted to a master’s program at the University of Toronto, and finished the program with 80% of my courses in A or A+.

I am very critical in terms of the revision of an article, and my writing is usually pretty structured and organized. However, I have to admit that I tend to overlook grammar, and have a limited vocabulary repository.

In terms of work style, I am conscientious in teamwork, and I like to take initiative on projects and assignments, also I am very productive. I learn through practice, discussion and I enjoy teamwork quite much. I also like to do self-reflection for each stage learning to help to reinforce my knowledge and I believe when helping others with their questions I can improve too, so I like to help my classmates as well.

Feel free to contact me at annaleee@students.cs.ubc.ca, I look forward to hearing from you!

Best,

Anna Li