Aran Chang  
10216 157A Street  
Guildford, BC V4N 2G7

May 21, 2020

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

Dear Classmates of English 301:

Please consider my application for a position on your writing team. I am a fourth year English Language and Literature student pursuing a Bachelor’s of English at UBC and aim is to apply to the Bachelors of Education program after I finish my Arts Degree. I would like to be a member of your profession writing group.

I am able to offer my ideas, adept knowledge in English syntax and grammar to ensure that our work maintains an appropriate level of writing that is clear and concise. I am a committed individual, and plan to contribute the required work to accomplish our assignments throughout the course.

My background in English has allowed me to develop the ability to critically analyze information, logically organize and present information, and create appropriate stylistic choices to ensure a clear and concise text for the appropriate audience. My experience with courses at UBC has additionally equipped me with excellent communication and collaboration skills from my involvement in different team projects that require a strong leadership role.

My recent experience at Pathways and Johnston Heights have provided me with opportunities to practice communication and writing for a younger audience. Through this experience, I have developed the ability to create clear and concise audience-focused writing.

I am well-versed in providing detailed and comprehensive revisions when conducting edits to group work. I believe this will ensure consistent quality work produced from our profession writing group. A weakness of mine is the speed at which I conduct research, taking long hours before I decide on a topic of choice. To ensure a timely assignment, I religiously begin my work as early as possible.

I believe my experience and abilities will make me an outstanding asset to your professional writing team and I would greatly appreciate the opportunity to become a member on your writing team. Thank you very much for your time and consideration. If you would like to continue the conversation, please feel free to contact me via email aran@abasa.ca.

Sincerely,

Aran Chang