ENGL 301 98A

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Subject: The Position with a Professional Writing Team

Dear Fellow Student,

I am writing to obtain a position of the professional writing team in this summer term. I am diligent and energetic, and have had several team-project experiences to communicate and write together as a team member. I was always a reliable member in my writing teams and contributed to my team’s success. While majoring in science in UBC, I have been working as a researcher in Nagoya Institute of Technology in Japan, so I also have a strong science background. I do believe that I am a promising and successful candidate as a member of the professional writing team.

In one of my group projects at UBC, my group achieved excellent grades. Our opinions often conflicted with one another; however, we discussed them repeatedly and finally overcame the disagreements by respecting and collaborating with one another effectively, which led to a successful work. In this experience, owing to my members, I have gained not only problem-solving skills but also creative thinking. Moreover, this experience taught me how to be motivated and get along with others. In the current work at the pharmaceutical lab, cooperating with my laboratory members, I have gained strong senses of responsibility and bravery of taking an action immediately. I have done my work enthusiastically and have been able to state my opinions and views explicitly.

Here are a few lists of my strengths and weakness I would like to highlight. I do work well in a team project, am enthusiastic in communicating and discussing with others, am good at multi-tasking. My coworkers have characterized me as a passionate, patient, open-minded, responsible, and hardworking person. Oppositely, I am not so creative and sometimes too detailed-oriented. In regarding to my personal learning philosophy, I am always open to listen to others’ perspectives and opinions and obtain new points of view or new ways of writing from my classmates. I always remind myself that I should respect others.

I am looking forward to being in the group and discussing with you and your colleagues in order to improve our writing and have good experiences. If you are interested in me, please send me email amatsuno@student.ubc.ca.Thank you so much for your interest.

Warm regards,

Ayaka Matsuno