Barbara Dobes

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Waterloo, ON N2T 2N7

May 23, 2018

English 301: Technical Writing

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

**Subject**: *application to become a member of the professional writing team*

Dear English 301 Students,

I am submitting my application letter for consideration as a member of the professional group writing team.  I offer my unique skills and capabilities that will compliment your team and contribute to the successful completion and timely submission of the assigned work.

As a Registered Dental Hygienist employed in a general dental practice, I am required  to be a person of integrity, a positive role model and a compassionate clinician.   I strive to be punctual, cordial and professional in my clinical practice.   As a student in the Dental Hygiene Degree Completion Program I have learned to collaborate on several team projects working toward specific deadlines, organizing and prioritizing tasks and maintaining open channels of communicating through the online learning platform. I believe these transferable attributes will compliment a team looking for someone who is committed to the assignment, hardworking and organized.

 I extend my gratitude as you contemplate the attributes presented in my letter of application and consider me as a potential team member for your group. I am always happy to answer questions regarding my application and can be contacted through text messaging at (519) 897-1925 or email at Barbara.dobes@alumni.ubc.ca.

With kind regards,

Barbara Dobes RDH