University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Sept 14, 2017.

Dear Class of ENGL 301,

Please consider my application for being recruited on your professional writing team. I am a 5th year student and will graduate in Spring 2018, with a Bachelor of Arts in Economics.

I am known as being a very reliable person, and enjoy working together with peers in solving problems. I have accumulated years of customer service experience, where I have acquired the skills to become a patient, sociable, and friendly person. I am easy to approach and talk to, and am able to take the initiative and act as a leader if put in the position. As a secretary in a previous job, I have also had prior experience of writing in a professional setting.

I believe my personality, skills, and experiences are fitting qualities to be the perfect and productive member of a writing team.

If my background meets your needs, I can be reach at through my email at crmnchw@gmail.com. I look forward to hearing from you, my peers.

Sincerely,

Carmen Chow