Application Letter

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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 peers,

My name is Carol, a third-year student in the UBC BCS program. I am excited to share my experience and writing skills. Please consider me as a member of your English group!

I graduated with a Bachelor of Arts degree in Chinese Literature in 2015 and then worked as a Chinese Instructor for four years. As an instructor, I communicated with students and parents, recorded each child’s progress praised them, and gave suggestions to help form good habits. Coordinating the schedule with other instructors and communicating with school leaders to gain their support is part of my job as well. My skills in shorthand and teamwork gained in this experience prepare me to advance in technical writing.

I’m a part-time Chinese to English Translator now. Translating English into Chinese and vice versa is amazing because you will understand how beautiful the languages are and how powerful they can be. I manage to balance my study, work, and personal life. Being excellent in scheduling and aware of deadlines are critical in teamwork.

I’m also a self-motivated person. Since I found my interest in computer science, I began to learn it all by myself. My learning philosophy is “live and learn”, and it’s never too late to start.

Below is a list of my strength and weakness in writing skills and work habits:

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|  | Strength | Weakness |
| Writing Skills | 1. Past writing experience in a variety of fields.  2. Full of ideas. | Need to be more logical. |
| Work Habits | 1. Focus on detail.  2. Cooperate with others. | Sometimes fail to hold my ground. |

Please feel free to contact me at carol20@student.ubc.ca, I look forward to hearing from you!

Best,

Carol