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September 18, 2020

English 301 99A: Technical Writing

University of British Columbia

Vancouver, BC V6T 1Z4

Dear ENGL 301 peers,

I hope this letter finds you well and you will consider my application to join your professional writing team over the course of this term, as seen on the English 301 blog posting. This spring I completed a degree in Psychology at UBC, and am currently in pursuit of completing a second Bachelor’s degree in Computer Science.

My professional interests reside in technology or the sports world. At the core, I am looking to find my passion and make a difference. Though I am new to what I am learning now and do not know my precise route, I feel willing to try new things that push me out of my comfort zone or blaze my own path that has not been touched.

During my last school year I worked closely with UBC Athletics and the Alumni Relations manager. I assisted her by editing emails sent to varsity alumni, creating newsletters sent out to teams, and preparing for the big sporting events. That opportunity has given me many hours of hands-on experience dealing with technical writing and dealing with social situations. In addition to my Athletics office experience, since I can remember I have spent the majority of my days playing sports on a team. Being a varsity athlete for the first four years of my previous undergrad, I engrossed a great deal of time juggling school, travel, games and my social life. Through this I have honed my time management skills, established the ability to persevere through the failures before achieving success, and have learned to appreciate the value of working with a team.

Over the course of this class I would like to improve my competency with being more concise and getting across what I want to say. I have written countless numbers of papers during my undergrad thus far that have luckily included a peer review process. From those nail-biting games where you must rely on the skills of more than yourself to those peer-reviewing situations, my goal is to push for others to succeed to the same extent as myself.

Thank you for taking the time to read this and accounting for me in this process. Based on what I have mentioned, if you feel I am a suitable fit for your writing team, feel free to contact me. I can be reached on weekdays after 4pm at [claire.eccles4@gmail.com](mailto:claire.eccles4@gmail.com).

Warm regards,

Claire