4847 Slocan Street

Vancouver, British Columbia

V5R 2A2

May 30, 2022

ENGL 301

University Of British Columbia

University Endowment Lands, BC

V6T 1Z1

Dear Prospective Group Members:

Please consider my application for a position in your writing team, as advertised on Dr. Paterson’s English 301 Blog. I graduated from UBC with a B.A. in Classical, Near Eastern, and Religious Studies in May of 2020, and I am aiming at retooling my existing writing and research skills so that they are more appropriate for the workplace.

Having been a Classical Studies major, I am accustomed to forming a coherent argument from information that I have researched. I also have experience producing documents communicating complex ideas in necessary detail. These skills combined with my experience as a University of British Columbia Note Taker enable me to communicate relevant information to relevant parties through writing or verbal communications. My job also involved technical writing tasks like note taking and gathering feedback from my clients via communicating with them via email.

I also served as the Classical, Near-Eastern and Religious Studies Student Association’s elected representative to the Arts Undergraduate Society council for a school year and as the same student association’s treasurer the following year. During this my tenure in both positions, I found myself performing some of the duties of a technical writer. During two bouts of funding issues, I stayed in contact with relevant parties through email. I also presented reports in student association exec meetings and took minutes of Arts Undergraduate Society council meetings when I was representative.

Because of my previous experiences, I am confident that I would make a good addition to a writing team. If you are interested in the style of and execution of my writing, you can contact me at dbhcheung@gmail.com.

Sincerely,

David Cheung