123 Main Street

Vancouver, BC V5B 2X5

January 11, 2016

English 301 Technical Writing

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear Classmates of ENGL301,

I would like to express my sincere interest in joining a writing group this semester for ENGL301. As a student looking to improve my writing skills, I am looking forward to collaborating and learning new writing techniques with fellow students.

I am currently a third year student in the Bachelors of Computer Science program, and hope to pursue a career in Software Engineering in the future. I have previously completed a Bachelors of Science majoring in Microbiology and Immunology at UBC.

During my time at UBC, I have been involved in many team-based environments. I had the opportunity to be apart of a group of four students where we designed and performed experiments to test a hypothesis we formulated. Throughout this experience, I have gained scientific writing experience involving a formal scientific journal article, which included an abstract, introduction, and conclusion. It has also taught me how to effectively communicate in a team to maximize efficiency. Communication is key to conveying your thoughts, ideas, and accomplishments.

I have improved my ability to write in a clear and concise manner, critically assess literature, and work effectively in a team. However with any skill, there is always room for improvement. I hope to improve my writing style, such as creativity and sentence structure, and expand my vocabulary.

As a team member, I am organized and reliable. I take initiative on assignments and put my best effort into my work. As a student with experience in many team-based environments, I strongly believe in the value of collaborative learning. I am confident that my work ethic and teamwork skills will be an asset to your team.

Thank you for taking the time to consider my application. If you would like to discuss the possibility of including me to your writing group, please contact me at dchen121@gmail.com.

Sincerely,

Daniel Chen