0000 West Mall

Vancouver BC, XXX XXX

September 15, 2016

English 301

University of British Colombia

Vancouver, BC

To my fellow ENG301 Technical Writing students:

I am writing in hopes of finding a position within a professional writing team for the duration of 2016 Winter semester. I am currently a fourth-year student completing Bachelor of Arts in Sociology at the University of British Colombia. Having to take several positions both in and out of school, my teamwork skills gained at Alpha Kappa Psi and working at Hausie firm as a social and digital marketing intern make myself a potential candidate for this position.

As briefly mentioned in the introduction, I am a marketing member of Alpha Kappa Psi, which is a professional business fraternity. My predominant role is to work with other team members and analyze the weakness of the incomplete business cases. This job requires each member to work cooperatively to come up with a new marketing plan each week. I believe being able to communicate with team members and meeting punctual deadlines would be great instruments when working for a professional writing team.

I recently worked as a social and digital marketing intern at Hausie, which enhanced my ability to write at a professional and personal level. Hausie is an e-commerce fashion platform and my main role was to create articles, stories and other content that are appropriate to Hausie’s editorial page. This practice has allowed myself to write in a professional manner with a specific style of writing. I have also handled five different social media accounts such as Facebook, Instagram, Twitter, and Linkedln. I believe writing at a personal level that invites conversation and interaction could potentially lead to a significant asset as a professional writing team member.

One of my weakness would be sentence structure. I tend to struggle when transitioning sentences, which weakens my style of writing. I hope that peer reviews from other team members could provide me some feedbacks to improve my writing structure.

My learning philosophy is that students learn better when they are provided with a comfortable learning space where they are able to voice their educational processes and share with others. Creating a sense of community stimulate students to engage better beyond classroom settings.

Overall, I am prepared to devote significant amount of time to this course as a professional writing team member and hope to truly gain as much out of the experience by interacting with other team members. Thank you for taking your time and please contact me at: diana.choi708@gmail.com if this application aligns with your ideal team member/candidate.

Best regards,

Diana (Da Yeon) Choi