2250 Wesbrook Mall, Vancouver, BC V6T 1A8

January 20, 2022

ENGL 301 99C

Department of English

University of British Columbia

1873 E Mall #397, Vancouver, BC V6T 1Z1

Dear ENGL 301 classmates,

Please consider my application for the professional writing team member for the ENGL 301 Technical Writing class as posted on your website. I am currently pursuing my second degree in computer science at University of British Columbia, with a most recent semester average of 89%. My first degree was an honours specialization in physiology and pharmacology conferred at University of Western Ontario.

As a university student in science major, the numerous writing assignments throughout my degree has given me the skills and assets needed for an academic writer. I am confident to say that I am experienced in writing lab reports, properly cited research papers, literature analysis etc. However, with my current career goal centering around becoming a software engineer at one of the big tech companies, I realized that the ability to communicate clearly in a professional manner is of crucial importance for interviews and in the workplace. I believe the best way to learn is to “learn by doing”. This position would not only provide me with many opportunities to perfect my writing skills, but also expose me to writing in a team environment, where collaboration and communication between team members is key to an eloquent piece of writing. I am also excited to help with editing others’ work, as that strengthens my self-editing skills and exposes me to more writing styles that I could potentially incorporate into my own writings.

In the past, I have worked and volunteered as receptionists and research assistants in labs and clinics, all of which were on top of schoolwork. I have learned through my past experiences the importance of effective time managing and organization skills. I am confident in my capacity to be a committed and hard-working individual in your team, something endorsed by many of my previous employers and co-workers. I am capable of learning new skills quickly, and I am very willing to do so, as required by this position. With some of my prior experiences in academic writing, I would love the opportunity to be exposed to writing in a more professional setting.

I can provide references if needed and would be more than happy to discuss this position further with you in person. You can reach me at (647) 622-6689 or by email at duffydu@student.ubc.ca. Thank you for your time and consideration, and I look forward to hearing from you in the near future!

Sincerely,

Duffy Du