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ENGL 301 99A: Technical Writing
University of British Columbia
1873 East Mall
Vancouver, BC V6T 1Z1

Dear English 301 Classmates:

My name is Emily Jasmine Krisnamurti and I am currently a fourth-year Bachelor of Arts student majoring in Psychology and I am applying for a position on your professional writing team for our English 301 Technical Writing class. I believe I would be the perfect candidate to be a part of your writing team because I have experiences in multiple creative writing class, I am not a procrastinator, so I get my work done way before the deadline, and lastly, I also have internship experiences in the Human Resource field that shows I have been in a leadership position, and I know what corporate looks for in proposals, resumes and other professional writings which is the main focus of our class.

Having experiences in creative writing class or classes that are very literature-based such as Gender, Race and Social Justice system class makes me equipt in handling tasks in this class and gave me the skills needed to write informally and formally. My creative writing class helps me improve my writing and English in being able to write in a way that captures the readers attention, and develop my creative skills when it comes to any form of writing. On the other hand, literature-based class helps me to improve my ability to understand what kind of writing would be appropriate for different types of situations.

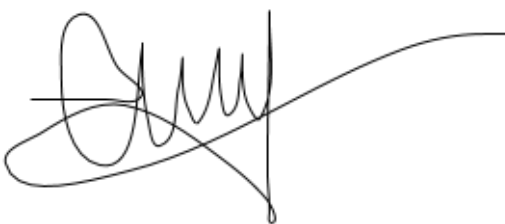
As mentioned before, I have multiple internship experiences in the Human Resources field. I worked in the company called Korn Ferry, which is a headhunter consulting company where I create and assess assessment-based reports. This experience helped me to understand the language that is used in a business-setting. I also have experience as an Human Resource intern in L'Oreal, which gives me the understanding of what recruiters look for in candidates, and what kind of resumes and cover letter that strike them the most.

Personally, I am a hard-working individual. I put my best effort in everything I do, because I always want to be the best I can be in any situations, even in situations I have no experience in. Even though I am currently out of Canada for this semester, I try my best to stay ahead of my schedule. I organize my deadlines and my work life accordingly, and I always try to complete my assignment days prior to all the due dates.

From those experiences, I can confidently say that I am able to contribute to your team. I always believe in working hard, being collaborative and being open of others' opinions and critics as a basis of a good team, and I believe if you considered me as a part of your team, I am able to work with you effectively and help each other to exceed the expectations we put in this class.

Thank you so much for your time and consideration. Please feel free to contact me through email if you have any questions about my learning experiences or about myself. I look forward from hearing from you.

Best regards,

A handwritten signature in black ink, appearing to read 'Emily', with a long, sweeping horizontal line extending to the right.

Emily Jasmine Krisnamurti