Amy Yung

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ENGL 301 Technical Writing Class

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z3

Dear Classmates of English 301,

I am writing this letter to you to be considered to be a part of your professional writing team. The following contents of this letter will introduce myself to you and highlight my skills that will allow you to assess whether I am the perfect fit for your professional writing team.

If you have read my biography, you might already know that I am currently a third year student in the Bachelor’s of Computer Science program. It is a program for people who have already obtained a bachelor’s. I majored in mathematics in my first degree. Although both my majors are science focused, I am an excellent writer. Throughout my first degree, I have taken many writing intensive courses such as creative writing, German literature and Scandinavian literature. These classes allowed me to obtain excellent peer editing skills and have proven to be an excellent team player by providing classmates’ constructive criticism and am open-minded with their feedback on my papers. Moreover, I have developed a critical mind by analyzing and examining various aspects in the texts used in these classes.

I aim to positively contribute to my writing group with my analysis skills and provide helpful feedback.

I currently work at a property management place and have to communicate with strata council members through verbal and written communication daily. Furthermore, often I need to write out formal documents to be sent to property owners and tenants. I am confident that my time at my workplace has led me to develop strong professional written communication skills and this would be an asset for your team in a course on professional writing skills.

My strengths have already been mentioned that I am a particularly strong writer with a critical mind and excellent peer-editing skills. Moreover, I am an excellent team player where I communicate with my team members as often and as quickly as needed. I strive to do assignments ahead of time, so there will be sufficient time to carefully edit them before due dates. Although editing is one of my strengths, it is also one of my weaknesses. I tend to edit assignments multiple times and often I would edit out too much information.

My learning philosophy is to always do things early. By doing things early, it allows room for error and time to make amendments. Moreover, it alleviates stress where you can use your time to do other assignments.

Thank you for taking time to read my letter. If you believe that I may be a perfect fit for your professional writing team, please do not hesitate to contact me at ayung.24@alumni.ubc.ca. I look forward to working with some of you in the future and best of luck to the rest of you.

Sincerely,



Amy Yung