15 Williams St. Vancouver, BC V3V 3V3 January 12, 2015

English 301: Technical Writing The University of British Columbia 2329 West mall Vancouver, BC V6T 1Z4

Dear Classmates

I am writing to apply for the writing position for the spring term. I am currently completing a Bachelor of Arts Degree in Sociology at the University of British Colombia and will be expecting to graduate in May 2015. I am interested in being granted the opportunity of being a part of your writing team, where I can lend my skill set in benefiting the team for academic success.

Previously as a volunteer Reading Buddy at the Richmond Public library, I was responsible for editing works, and teaching grammar, writing and speaking skills in both English and French to students. I learned how to work with young students by having to translate writing tasks into the simplest forms. As a sales associate, I learned to properly communicate with customers to do my part as an effective team member. I served as the department's second best salesman by providing customers clear choices and information in order to make favourable decisions on their purchases. My work experience has greatly increased my leadership and problem solving skills in a business setting to ensure for quality customer service and relations in changing situations.

My academic experience over the past four-and-a-half years has prepared me to be an effective group member and academic writer. My experience gained from writing essays, proposals and reports individually and in a group setting will allow me to work well in creating writing that flows together. Skills I have acquired would be my unique writing voice and perspective. This term I decided to concentrate solely on my academics so I now have more time to spend writing and editing my works. Although sometimes I have issues with keeping words on the page, I have started doing multiple revisions to improve my writing. Bad habits remain where my writing contains too many non-essential words and lacks the impact of a more concise writing style.

I believe that education should be something that is not only static to give a strong foundation, but also dynamic to allow for experimentation at times. As learning is a lifelong endeavor, I enjoy it more when the skills can be applied to real life situations instead of purely on letter grades.

Thank you for considering my application for the position to be on your team. I can be contacted by email at willwkho@gmail.com or by cellphone at 604-446-2693.

Sincerely,

William Ho