111 University Ave

Vancouver, BC V1V 1V1

January 16, 2017

ENGL 301, Department of English

University of British Columbia

397 – 1873 East Mall

Vancouver, BC V6T1Z1

Dear English 301 Class,

I am writing to you to today concerning the possibility of becoming group members. I am now completing my final year at the University of British Columbia, completing with a major in Geography, a minor in Commerce and a selection of Economics and quantitative methods courses. I am drawn to these areas as they require logic and attention to detail along with a need for teamwork. I believe that my academic pursuits and the experience gained from summer work opportunities make me an ideal candidate for this position.

During the summer of 2014, I worked for a financial planning firm and thoroughly enjoyed my introduction to mutual funds and tax-sheltered saving. In the summer of 2015, I worked for an appraisal management company, as a bilingual member of the client relations team. Both jobs required accuracy, attention to detail and significant organizational skills. They also offered me the opportunity to do background reading and research to better understand each industry. This last summer I had the opportunity to expand my experience in sales, with a Sales Representative position with PepsiCo in their Frito Lay division. This allowed me to see a new side of business that I had yet to be exposed to, learning about sales and customer relationships. I have strong computer skills and experience with both PC and Apple operating systems. Although I have learned a great deal for these experiences, I look forward to becoming a more skilled writer, particularly in formal business settings.

 I am a hard worker, willing to learn and love working with a team towards a common goal. Outside of these academic and professional pursuits I enjoy music and sports, since moving out to the west coast my interests have shifted from hockey and rugby to biking and snowboarding. I look forward to hearing back from you and getting started on our project, I can be reached at webbmichael9@gmail.com or through the group Facebook page.

Sincerely,

Michael Webb