



## Technical Policy Writer

[TRIUMF](#) is Canada's particle accelerator centre, and one of the world's leading laboratories for particle and nuclear physics and accelerator-based science. We are an international centre for discovery and innovation, advancing fundamental, applied, and interdisciplinary research for science, medicine, and business.

At TRIUMF, we're passionate about accelerating discovery and innovation to improve lives and build a better world. Equity, diversity, and inclusion are integral to excellence and enhance our ability to create knowledge and opportunity for all. Together, we are committed to building an inclusive culture that encourages, supports, and celebrates the voices of our employees, students, partners, and the people and communities we serve.

We have an immediate need of a policy writer to provide services to the Human Resources team at TRIUMF for an 8-month term. The selected candidate will initially work remotely with an eventual transition to working in office, dependent upon developments surrounding the COVID-19 pandemic and social distancing practises.

You will work with HR team members to compose effective policies that reflect TRIUMF's values of Excellence & Integrity, Safety & Accountability, and Equity & Inclusion as well as Employment Standards and other applicable regulatory and legal requirements. Your other responsibilities include, but are not limited to:

- Conduct a review and analysis of the policies to provide solutions
- Edit and update existing policies and procedures
- Collate new policies and procedures with existing documents
- Communicate important updates and resolving any issues or concerns
- Monitor and receive policy maintenance and record, prioritize and process needed edits and updates.

As our ideal candidate you will be detail oriented, collaborative and will have excellent writing, editing and proofreading skills. Your other qualifications include:

- Bachelor's degree in English, Journalism or related degree plus 5 or more years of experience
- Proven track record of attention to detail and accuracy
- Strong capability to learn and understand new concepts and knowledge
- Experience in technical writing with a demonstrated skill in developing policy documents is a plus
- Research and problem-solving abilities
- Excellent communication skills and customer service experience

Applicants must be legally able to work in Canada for duration of contract.

TRIUMF is located on the south campus of the University of British Columbia, in the heart of Pacific Spirit Park in Vancouver, BC. We offer a competitive total compensation package, including comprehensive benefits, attractive salary, and an excellent opportunity to enhance your career portfolio in a high profile national research facility.

Learn more about how the amazing research and work we do at TRIUMF impacts humanity <https://www.rarestdrug.com/>

TRIUMF is an equal opportunity employer, and we welcome applications from all qualified candidates. Your complete application package should be submitted by email to [recruiting@triumf.ca](mailto:recruiting@triumf.ca) and will include the following in one complete PDF file:

- Subject line: 782
- [Employment Application Form](#)

- Cover letter indicating salary expectations
- CV

**Application closing date: July 12, 2020**

*It is important to note that due to operation necessity, TRIUMF will as needed, make hiring decisions that could preempt the application closing date. Accordingly, we suggest candidates submit expressions of interest in a timely fashion.*

Cynthia Li  
2329 West Mall  
Vancouver, BC, V6T 1Z4

August 12, 2020

TRIUMF  
4004 Wesbrook Mall  
Vancouver, BC V6T 2A3

Hello,

I am writing to apply for the position of Technical Policy Writer (#782). I am currently almost finished my undergraduate degree at the University of British Columbia (UBC) as an English major and Creative Writing minor. During the time, I have gathered some experience and insight that can be useful for the responsibilities and duties listed.

Throughout the years at UBC, I have learned and practiced many forms of writing, becoming comfortable with the styles and tones used in them such as essay and its multiple subsets, graphic writing, podcasting, journalism and others. The demands of the projects, especially when writing papers, have required in-depth research and I have found, cultivated critical thinking in order to achieve a more well rounded result. It has also taught me the importance of organization and attention to detail when gathering research and reviewing work. The field has helped me in becoming familiar with academic journals and scholarly & peer reviewed journals when writing, editing and researching. However, inspiration from other forms of media such as movies, books, digging through news articles or creative writing pieces such as personal essays and cultural criticism have pushed me forward into exploring the multiple ways writing impacts the world.

Some experiences, such as group podcasting, has taught me how to cooperate but also work independently during a project. It has also shown me how to endure through moments of stagnation whether that meant further research or reworking an approach. My time as mentee of the REX Mentorship Program in the Undergraduate Research Opportunities (URO) at UBC has also contributed to understanding what it takes to effectively collaborate and deliver better quality work created together in a team. I have found through multiple instances of group work, I am comfortable with research, writing and editing.

If these skills are a good match for the position or you have any questions, please let me know. Thank you for taking the time to review my application.

Sincerely,

Cynthia Li

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# CYNTHIA LI

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## CONTACT:

Vancouver, BC. [cynthiali98@gmail.com](mailto:cynthiali98@gmail.com) & (604) 822 - 2211

## OBJECTIVE:

Acceptance as a technical policy writer in hopes of a position to gain experience and grow in the workplace.

## EXPERIENCE

TEACHER, HARMONY MUSIC SCHOOL; CALGARY, AB – MARCH 2014 - JULY 2015  
Worked independently to create curriculum and coordinated with parents and director. Communication with all ages, ability to teach and lead, planning skills, organized, patient, reliable.

SALES, LONDON DRUGS; CALGARY, AB – AUGUST 2015 - AUGUST 2016  
Sales, cashier and stock clerk. Teamwork, answering of calls, processing of transactions, keeping track of sales and items, performed customer service duties.

VOLLEYBALL REFEREE; CALGARY, AB & VANCOUVER, BC  
Time management, being initiative, resolving conflict in games, coordinating with fellow referees and others to manage warm ups, timeouts and the game.

ATTENDANT, DAZZLING CAFE; RICHMOND, BC - 2018  
Greeting and communicating with guests, working POS system, calm and efficient in busy and fast-paced environments, multitasking with accuracy, resolving difficulties and finding solutions.

## EDUCATION

BRONZE MEDALLION AND CPR A FROM LIFE SAVING SOCIETY - 2011  
SCHOOL OF ALBERTA BALLET –2008 - 2014  
VOLLEYBALL REFEREE LEVEL 1 CERTIFICATION –2016  
TRI-COUNCIL POLICY STATEMENT: ETHICAL CONDUCT FOR RESEARCH INVOLVING HUMANS COURSE ON RESEARCH ETHICS (TCPS 2: CORE) CERTIFICATE – 2017  
UNIVERSITY OF BRITISH COLUMBIA – BA, 2021

## **VOLUNTEER EXPERIENCE**

CALGARY PUBLIC LIBRARY – 2011 - 2012

CELEBRATING 100 YEARS OF CALGARY STAMPEDE PARADE – 2012

P.E.I FAMILY CAMP AND VBS – 2013

TOM BAINES SCHOOL – 2011 - 2013

SCHOOL OF ALBERTA BALLET – 2012 - 2013

THE HOMELESS DROP IN CENTRE – 2012 - 2014

## **ACCOMPLISHMENTS**

RED CERTIFICATE FOR PIANO SOLO AT THE CALGARY KIWANIS MUSIC FESTIVAL

GOLD AT AMERICAN DANCE

OVERALL GOLD AND SPECIAL AWARD AT CHAMPION DANCE

HIGH GOLD AT DANCE POWER

TOM BAINES TRACK TEAM

ISTD IN CELEBRATION OF 2012 OLYMPICS THROUGH SCHOOL OF ALBERTA  
BALLET

INTERMEDIATE IMPERIAL CLASSICAL BALLET & MODERN EXAMINATIONS  
CERTIFICATE

DISTINCT HONOUR AT ISTD FOR MODERN DANCE EXAM

## **REFERENCES**

Available upon request.

Cynthia Li  
2329 West Mall  
Vancouver, BC, V6T 1Z4

August 11, 2020

Kyle Fraser  
CVOA Volleyball  
Calgary, AB

Dear Kyle,

Hope you are doing well during this time. I am currently in my last year at UBC and am currently looking to pursue a career in technical writing. I am writing to ask for permission to list you as a reference if that is possible.

Thank you for transferring me from the Calgary region to the Vancouver region as a volleyball referee. Working with you has been a pleasure throughout the year and I have learned so much.

Thank you for taking the time to read my letter. Below is a copy of my resume for reference. If it is possible, please let me know at [cynthiali98@gmail.com](mailto:cynthiali98@gmail.com).

Thank you,

Sincerely,

Cynthia Li

Encl.: Resume

Cynthia Li  
2329 West Mall  
Vancouver, BC, V6T 1Z4

August 11, 2020

Dan Do, Manager  
London Drugs  
Calgary, AB

Dear Dan,

Hope you are doing well during this time. I am currently in my last year at UBC and am currently looking to pursue a career in technical writing. I am writing to ask for permission to list you as a reference if that is possible.

It was a pleasure working with you throughout the year. With your guidance and help, I have learned a lot, especially with navigations in a workplace.

Thank you for taking the time to read my letter. Below is a copy of my resume for reference. If it is possible, please let me know at [cynthiali98@gmail.com](mailto:cynthiali98@gmail.com).

Thank you,

Sincerely,

Cynthia Li

Encl.: Resume

Cynthia Li  
2329 West Mall  
Vancouver, BC, V6T 1Z4

August 11, 2020

Mia Chu  
Dazzling Cafe  
Richmond, BC

Dear Mia,

Hope you are doing well during this time. I am currently in my last year at UBC and am currently looking to pursue a career in technical writing. I am writing to ask for permission to list you as a reference if that is possible.

It was a pleasure working with you during the year. It was with your encouragement especially that I have grown more confident and have learned a lot from your professionalism as well as helpful pointers in the work environment.

Thank you for taking the time to read my letter. Below is a copy of my resume for reference. If it is possible, please let me know at [cynthiali98@gmail.com](mailto:cynthiali98@gmail.com).

Thank you,

Sincerely,

Cynthia Li

Encl.: Resume