

1234 UBC Street
Vancouver, BC V6T 1Z3

December 3rd, 2021

Pavestep Inc.
165 Broadway, 23rd Floor
New York, NY 10006

Subject: Application for Remote Content Writer

Dear Pavestep Inc,

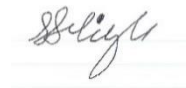
Does your company need a content writer who is proficient editor and proofreader who can handle multiple projects at once? If so, please consider the attached materials. Through my experience as an undergraduate teaching assistant, I became efficient at detecting and eliminating errors in writing and providing feedback in a timely manner. This position required me to manage tasks simultaneously in a fast-paced environment.

Currently my academic research specializing on the representations of the Holocaust in graphic novels is available on the UBC Auschwitz Academic Guide. This opportunity was part of the selective Witnessing Auschwitz program where students with worked alongside prominent academic to expand Holocaust scholarship.

In addition, as the Creative Writing Student Association Secretary I have created professional meeting minutes and conducted an independent project. As a UBC student studying creative writing I have written podcast scripts and produced online blogs.

My references will confirm that I am a focused individual and a knowledgeable writer.

Sincerely,



Sidney Singh

Encl: Resume and Writing Samples

1234 UBC Street
V6T 1Z3
778-xxx-xxx
ssidney.com
ssidney@student.ubc.ca

SIDNEY SINGH

OBJECTIVE Content writer for both private and public organizations.

SKILLS & ABILITIES Editing, proofreading and research

EXPERIENCE **UBC CENES DEPARTMENT, UNDERGRADUATE TEACHING ASSISTANT**
October 2021-April 2022
Provided feedback for students and marked assignments
Worked alongside the professor and other teaching assistants
CREATIVE WRITING STUDENT ASSOCIATION (CWSA), SECTERTARY
September 2020- April 2022
Wrote concise minute meetings

EDUCATION **UNIVERSITY OF BRITISH COLUMBIA, VANCOUVER BC, BFA IN CREATIVE WRITING**
Trek Scholarship for Continuing Students- awarded to students in the top 10%
Dean's List for 2018,2019,2020
Studied podcast writing and blog writing

COMMUNICATION Completed the Witnessing Auschwitz Seminar where I conducted and presented independent research on the representations of the Holocaust. Research is published on the UBC Auschwitz Academic Guide.

LEADERSHIP Conducted independent research on participation in the CWSA and wrote a report my findings.

REFERENCES AVAILABLE UPON REQUEST

1234 UBC Street
Vancouver, BC V6T 1Z3

November 30th 2021

Dr. John Smith, Assistant Professor
UBC CENES Department
1873 E Mall #917
Vancouver, BC V6T 1Z1

Subject: Request for Reference Sidney Singh

Dear Dr. Smith,

It has been a pleasure being a student in four of your courses. They were intellectually rigorous and always informative and had invaluable knowledge.

Recently I applied to be a remote content writer for Pavestop a company that specializes in employee performance management. If possible, could you provide a reference? As your course work emphasizes the importance of succinct and concise writing your reference would complement my application.

Currently I am a teaching assistant for Dr. Jane and the Secretary for the Creative Writing Student Association. Both of these positions highlight my ability to manage multiple projects concurrently.

Feel free to contact me at ssidney@student.ubc.ca if any further questions arise.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sidney Singh", written in black ink on a light blue horizontal line.

Sidney Singh

1234 UBC Street
Vancouver, BC V6T 1Z3

November 30th 2021

Dr. May Jane, Assistant Professor
UBC CENES Department
1873 E Mall #917
Vancouver, BC V6T 1Z1

Dear Dr. Jane,

Working as a teaching assistant for your course has been a much-appreciated opportunity. This position has taught me the importance of clear communication and time management.

Recently I applied to be a content writer at Pavestep a company that specializes in employee performance management. If possible, could you provide a reference?

For four years you witnessed my growth from a motivated student to a polished undergraduate teaching assistant. Thus, your reference will be invaluable to my application.

Feel free to contact me at ssidney@student.ubc.ca if any further questions arise.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sidney Singh", written in black ink on a light blue horizontal line.

Sidney Singh

1234 UBC Street
Vancouver, BC V6T 1Z3

November 30th 2021

Cathy Penne, CWSA Chair
UBC CENES Department
1873 E Mall #917
Vancouver, BC V6T 1Z1

Subject: Request for Reference Sidney Singh

Dear Ms. Penne

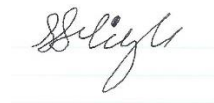
It has been a pleasure working alongside you as the CWSA Secretary for the past year and half.

Recently I applied to be a content writer at Pavestop a company that specializes in employee performance management. If possible, could you provide a reference?

Our work together on the CWSA has highlighted the importance of team work and clear communication. Your reference would be an excellent compliment to the application as you have detailed knowledge on my ability to work on independent projects and contribute to a group setting.

Feel free to contact me at ssidney@student.ubc.ca if any further questions arise.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sidney Singh', is written over a light blue horizontal line. Below the line, there are two more faint, parallel light blue lines.

Sidney Singh

Pavestep. "Content Writer." *UBC Careers Online*, UBC, 23 Nov. 2021, <https://arts-ubc-csm.symplicity.com/students/app/jobs/detail/a82f91d62ca406e4512e6e1d8a9fb7ee>.

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Before applying for any job, protect yourself from Job Posting Scams by reviewing the information provided at the link [HERE](#).

The University of British Columbia posts job listings for the convenience of students/alumni. The university does not endorse or recommend employers, and a posting does not constitute an endorsement or recommendation. The university explicitly makes no representations or guarantees about job listings or the accuracy of the information provided by the employer.

It is the responsibility of students/alumni to perform due diligence in researching employers when applying for or accepting employment and to thoroughly research the facts and reputation of each organization to which they are applying. Students/alumni should be prudent and use common sense and caution when applying for or accepting any position, and they should review the cautionary information we have included [HERE](#) to be better informed of potential fraudulent or improper practices in order to protect themselves from harm.

If you have any concerns about a job posting please immediately email recruit.talent@ubc.ca with details about the concern, including the Job Title, Company, and Job ID number.



Content Writer

Pavestep [+ Follow](#)

Paid (Part-time) (29 hrs/wk or less)

[Apply](#)

Job Type

Paid (Part-time) (29 hrs/wk or less)

Desired Skills

Market Research

SEO copywriting

Copywriting

SEO

Content Marketing

Content Development

Job Description

Pavestep simplifies employee performance management. We help develop and motivate your people with continuous feedback, goal management, and flexible reviews.

Responsibilities:

- Research industry-related topics.
- Develop content for blogs, articles, product descriptions, guidebooks, social media, ad campaigns, and the company website.
- Manage the company's podcast - Working with People.
- Proofread content for errors and inconsistencies.
- Edit existing content to improve readability and ensure all-around consistency (style, fonts, images, and tone).
- Conduct keyword research and use SEO best practices to increase web presence.
- Promote content on social media.
- Identify clients' needs and recommend new content to address gaps in the company's content strategy.

Logistics:

- Start date: As soon as possible.
- Employment type: Part-time (20-30 hours per week) to start with opportunity to turn full-time
- Location: Remote (our marketing team is mainly located in BC, Canada)

Qualifications

Requirements:

- Bachelor's or Associate degree in communications, marketing, English, journalism, human resources or related field (can currently be a student but have to be graduating in 2022).
- Proven content writing or copywriting experience (portfolio of published articles an asset).
- Clear communication skills and logic.
- Excellent writing and editing skills In English
- The ability to work in a fast-paced environment
- The ability to handle multiple projects concurrently
- The ability to take ownership of their role, and drive it to completion with minimal supervision

Hours Per Week

29

Job Location

Nationwide Canada

Job Nature

Virtual (Online), Independent Contractor Position

Website

<http://www.pavestep.com>

Additional Documents (preferred)

Writing Sample

Experience Level

Current Students in an Undergraduate Program, Graduated with an Undergraduate Degree, Graduated with a Graduate Degree (Masters or Phd)

ID

895125

Salary Type

Hourly

Is this position paid or unpaid?

Paid

Organization Type

For-Profit or Private

Important Dates

Posted On:

Nov 23, 2021

Application Deadline:

Dec 13, 2021

Applying for jobs: Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.