3728 W24th Avenue

Vancouver, BC V6S 1L6

Sept 20th, 2021

English 301 Students

The University of British Columbia

Vancouver, BC V6T 1Z4

Dear English 301 Students:

I am keenly interested in becoming a member of your professional writing team for this semester. I am a mature student, who is currently enrolled in the BCS program. As a candidate with an aptitude for challenges, it is always my passion to utilize my experience in Finance, Computer Science, and Data Science, and contribute to the technological world. My academic background and various work experience position me to be a strong candidate for your team.

I have gained extensive technical skills from academic courses and applied the knowledge into practice through previous experience as an Investment Analyst and building personal projects using various programming languages. These experiences have equipped me with strong problem-solving and analytical skills. I possess strong leadership and time management skills proven by balancing full time position and studying for CFA exam simultaneously. As an analyst, I actively reported to stakeholders on fund performance and communicated with fund managers and client support on a regular basis to endure data accuracy. While completing my first degree, I worked in retail for 3 years. Not only I had the opportunity to enhance my communication skills through maintaining client relation, I also practiced my writing skills through writing weekly sales report.

My learning philosophy involves learning independently, collaborate with others, and constantly reflect on previous learning experience. When I encounter a problem, I prefer to approach the problem independently first before asking for help because this maximizes my learning outcome. Nevertheless, It is critical to collaborate with others in order to get different perspectives. As someone with international work experience, I love working and collaborating with diverse group of people. Last but not least, reflecting on a learning experience can help me learn more efficiently in the future.

I would highly appreciate an opportunity to further discuss my qualifications. I can be reached email: cathyliu0315@hotmail.com. Thank you in advance for your consideration and I look forward to speaking with you.

Sincerely,

Cathy Liu