May 26, 2021

Re: 301 Fei Long Application Letter

Dear Classmates,

I am writing to look for a position on a professional writing team in the summer term of ENGL 301. As a highly organized and motivated individual, I believe my previous experience in both academic and professional settings makes me a great candidate for this position.

In my experience as a property management coordinator, I had actively engaged in intensive communication with clients and colleagues. This position allowed me to continuously improve my communicational skills by writing prompt and precise business communications for various purposes in a fast-paced professional environment. Meanwhile, I have taken part in many team-oriented projects at school as a team leader or a team player. I truly understand the significance of collaboration and communication in teamwork, which is my learning philosophy. And this time won’t be different. I will work alongside you, my teammates, to make a pleasant team environment for us to improve and learn.

As I highlighted above, I would love to bring my strong communication skills and the spirit of collaboration to our team and achieve excellence together. Besides, you will find me as a very easygoing person and nice to talk to. However, I want to mention that sometimes I may delve into too much detail that could possibly take up some time. But I have been trying to minimize its side effects and trying to remind myself of the main focus of the work.

In a nutshell, I am confident that I am a perfect fit for this position and we will enjoy a great learning experience together. I look forward to building a strong team with you and I can be reached at alexander.feilong@gmail.com.

Sincerely,

Fei Long