Gary Tam

Address

September 14, 2016

Classmates of Technical Writing

Address

Dear Sir/Madam:

RE: Application for the Member at your Professional Writing Team

I am interested to be a valuable member of your professional writing team for the duration of this course. Please review the biography on my blog.

I am an Environmental Health Officer working at Vancouver Coastal Health Authority, who specialize in conducting inspections, providing educational seminars related to public health topics, and managing multiple intra- or inter-agency projects. These opportunities have helped me developed great interpersonal and coordination skills, which I can work harmoniously and professionally with people with different educational backgrounds. Having worked in this profession for 12 years, I dealt with several highly political and stressful cases that required me to create documents and correspondences with using simple layman terms, taking serious considerations on the cultural sensitivity and holding high ethical standards to my target audience. With my work experience in the health and government-funded sectors, I am confident that I can help you identifying the right audiences and improve on the documents you produce.

As I frequently work in a fast-paced environment, my writing can sometimes contain obvious careless grammatical mistakes or errors in sentence structures, which I hope I can find effective ways to correct and eventually avoid them after taking this course. As a result, the position or messages I convey in my documents can be more clear and concise to my target audiences.

I would greatly appreciate the opportunity to work with you in your team. Please do not hesitate to contact me via e-mail at mgm678@gmail.com. Thank you for your precious time to consider my application. I look forward to hearing from you.

Sincerely,

Gary Tam