Monday, January 12, 2015  
  
ENGL301 99C: Technical Writing

The University of British Columbia

2329 West Mall  
Vancouver, BC V6T 1Z4

RE: English 301 Winter Term 2015 – Professional Writing Team Member

Dear ENGL301 Technical Writing Class:

Thank you ­for the opportunity to apply for the position of a Professional Writing Team Member for the second term of the Winter 2015 session. I am currently a fourth year undergraduate student at the University of British Columbia, studying towards a combined Sociology and Statistics degree. I believe that my public relations and journalism interests will make me a valuable asset to this position.

Currently, I am the Communications Assistant for the UBC School of Population and Public Health. On a bi-weekly basis, I update the SPPH website, build posters and signs for distribution, and construct future social media posts, while simultaneously assisting the Communications Manager with various tasks throughout the office. My experience at SPPH has advanced my professional interactions, as well as my writing and communication skills.

Throughout the past seven years, my adoration for journalism has flourished from various jobs and internships. I am an eloquent and passionate writer, and enjoy discovering new adjectives to use in my writing, making me a great fit for this position. I will bring my experience and spirited personality to the writing group, while also providing constructive criticism to fellow group members; however my criticism tends to be primarily grammar-based, and less-so content-based, yet I will do my best to provide both to the team.

With this, I hope to receive the chance to speak with you regarding the Professional Writing Team Member position for the ENGL301 Technical Writing Class. Please, feel free to contact me through email at [michelle.m.zaporojets@gmail.com](mailto:michelle.m.zaporojets@gmail.com). Thank you for your time and consideration, and I hope to hear from you soon.

Sincerely,

Michelle Zaporojets  
[www.michellezaporojets.com](http://www.michellezaporojets.com)