**Ryan Tso**

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*Year 4, Computer Science Major*

Dear ENGL 301 Student,

I am writing to express my deep interest in becoming a productive member of your 301 Technical Writing team. I am currently in my 4th year of the BCS degree at UBC, having worked six years previously on a Food & Nutritional Sciences degree as a quality control supervisor at health foods and supplements manufacturer Organika Health Products Inc. I would love to bring my skills and experience to your team.

With my years of working closely with colleagues in a professional setting and collaborating with industry leaders, I have developed my writing skills to be both professional and efficient in conveying my messages; something that may be highly valued for any writing assignment required by the team. From semi-formal e-mail exchanges between clients, to vital technical documents required by CFIA and other certifying bodies such as Product Specification Sheets and Standard Operation Procedures that meets every safety requirement, I am comfortable with any writing task that you may require. A few of my accomplishments include creating efficiency and cost analysis reports coupled with on-going negotiations with contract laboratories which resulted in a reduction of 25% in expenditure on contract laboratory costs; and, creating HACCP protocols and documents to get the company HACCP certified which ultimately landed their largest client to date: Costco. For your convenience, here is a list of my strengths and weaknesses to aid you in your decision:

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| Strengths   * Very detail oriented * Works well in a team setting * Years of experience writing professional documents and reports * Takes pride in their work | Weaknesses   * Prone to concentrating on one task and working it to completion before working on others * Prefers not to lead but will take charge if required |

In regards to my personal learning philosophy, I believe students should not learn with the end goal of achieving the highest grade, as important as it is, but by acquiring as much knowledge as they can in order to develop into individuals of enriched thinking and thus achieving a more critical and better understanding of the world around them.

I thank you for your time and the chance to be considered a candidate for your team. I eagerly await your reply and can answer any questions you may have.

Sincerely,

Ryan Tso