Sep 19, 2021

ENGL 301 99A

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear Classmates,

My name is Yifan Wang, and I am currently in my 4th year of the Bachelor of Computer Science program. I am writing this application letter in hope of finding a writing team. I believe my team work experience at both school and work would make me a nice group member.

During my studies, teamwork has been a very important part, as a lot of assignments and projects are required to be completed in pairs or even larger groups. I always participate actively in all of the group meetings and complete my part quickly with high quality. Most importantly, I am open to constructive criticisms. As a result, all teammates that I have worked with gave me very positive feedback. During my Co-op at Philips as a software developer, I worked in a small development team of five people to add new features to Philips Care’s dashboard for senior living facilities. I was able to prioritize tasks and finish them efficiently, I also learned a lot from people around me.

At both school and work, I realized the importance of good technical communication skills. At school, we need to write reports that convey technical information. In job searching, we need a good application to present ourselves and to set ourselves aside from other applicants. At work, especially for a software developer, we need to write clear and concise documentation to facilitate teamwork. Hence, I would really like to polish my technical communication skills, to learn from others, and to try my best providing feedback to others.

Please consider my application for partnership, and feel free to contact me at y.wang.5@alumni.ubc.ca. I look forward to working with you!

Sincerely,

Yifan Wang