Letter of Application

Eric Chang

4900 Groat Avenue

Richmond, V7E5E3

September 20, 2019

ENGL 301: Technical Writing

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z3

Dear Technical writing class 301:

I am here to apply for a position as a member of the Enligsh 301 writing team. As a potential member of your team, I aim to create an inclusive environment that promotes teamwork and encourages feedback as we each continue to develop our technical writing abilities.

I am currently a fourth year Mathematical student at UBC who has acquired a bit of technical writing skills through numerous extracurricular activities. Despite mathematics being a field that requires little to no technical writing skills, I was able to develop my technical writing skills during my temporary position as head lifeguard of Richmond Aquatics. During my time as head lifeguard, I was tasked to write daily reports that concisely summarizes the events that occurred during my shift in a professional matter. The second task I was assigned was then to write formal email request to our supervisors whenever we ran low on supplies such as gloves, bandaids, and ointments.

My strengths in regards to technical writing is my ability to be a direct and concise. A lot of this stems from the fact that all of the formal documents I have written have required me to summarize a large amount of information in order for the reader to read the report quickly. My biggest weakness would then be my lack of consistency in writing as mathematics is not a field that requires much if any writing skills.

My learning philosophy is that everyone learns differently and at their own pace. As a person who has taught both swimming and mathematics for several years now I have discovered that a majority of people learn things differently. Personally I thrive in an environment that is acceptive of constructive feedback, as I personally believe that the best way for people to grow is to take and be acceptive of the advice given by others.

If you need any further information from me please contact me at eric.c1997@hotmail.com thank you.

Sincerely,

Eric Chang