January 16th 2017

1234 University Boulevard

Vancouver, BC

Prospective Team Members

English 301 99C Inc.

456 UBC Road

Vancouver, BC

Dear Prospective Writing Teammates,

Please consider my application for a position on your professional writing team for English 301 99C as advertised on the course website. I am a third year student at the University of British Columbia completing a Bachelor of Science degree with a major in Geology. My academic career thus far has been centered on scientific study and most recently, study of the Earth Sciences. For the past two summers I have worked in Landscaping and Civil construction in Calgary Alberta assisting with the creation of city parks and recreation spaces.

The entirety of my academic career has introduced me to technical writing opportunities such as formal reports, project proposals, and lab write-ups. Exposure to scientific research papers and lab reports has been a large part of my degree thus far and continues to play a major role in the classes in which I am currently enrolled. Technical writing will continue to be a large part of my academic and professional career as I aspire to pursue a career in mining exploration. This career path will require me to complete professional proposals, proper field write- ups and formal reports assessing my results. My previous work experience is mainly in the field of landscaping and civil construction. Through this experience I have dealt with many tight deadlines and have learned valuable time management skills as well as worked extensive hours (sometimes 70+ hours/week) and have developed a strong work ethic. I believe that my previous experience and acquired skills coupled with my aspirations for the future make me a strong candidate for your team.

Although my academic career in technical writing has lacked in developing the creative aspect of my writing, it has helped me to develop a keen eye for detail and an in depth knowledge of professional formatting.

I am committed to creating a positive impact as a group member and believe that I can be a strong addition to your team. As a member of a team I believe that all members share equal responsibility for both the successes and failures of the team. I take pride in making strong contributions to teams and organizations that I am affiliated with and will carry this philosophy with me on my future team endeavors.

If you think my skills and previous experience would make me a beneficial addition to your writing team please do not hesitate to contact me by email at edriver8@gmail.com

Sincerely,

Eric Driver