42nd W. Avenue, Vancouver, BC, V6G 1J7  
eunhocj@student.ubc.ca

30th May 2022

Dear ENGL301 Classmates,

My name is Chris Jung and I would like to introduce myself and what values I can bring to your writing team. My professional and academic experiences will be a great asset to your team in creating good writing and robust work ethics in the team.

I am a 3rd-year year student studying Computer Science at UBC. Before joining UBC, I worked as a professional mechanical design engineer in a company with about 2000 employees working together. While working there for 18 months, I wrote business emails almost every day to communicate with people in and outside the company. In doing so, I learned how to effectively deliver information and how to write properly for different audiences. This hands-on experience in business writing will help your team professionally create better writing.

More importantly, I learned how to work well in a team from working there. I had worked with many teams with sizes ranging from 4 to 100+ people for different projects. To bring the best results to a team, I had to learn how to speak concisely and clearly, make feasible plans for a project, and meet the deadlines of my tasks. My autonomous working practice and effective communication skills in a team will contribute to building good work ethics for everyone in the team.

I love to learn and improve myself. Since English is not my first language, my composition may not be perfect compared to native English speakers. Thus, I proofread my English writing multiple times before submission and do my best research to find the most appropriate expressions. In this way, I received an A from ENGL111(Non-fiction writing course) in the 2021W term and will work in the same way throughout this course.

I believe that my professional experience working in various teams and enthusiasm for self-improvement will be great assets to your team. If you are interested in joining a team with me, please send me an email to the address at the top of this page. Thank you for taking the time to read my application.

Sincerely,

Chris Jung