A letter of Application

6171 University Blvd

Vancouver, BC, V6T 2A1

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ENGL 310 students

University of British Columbia

2329 West Mall

Vancouver, BC Canada V6T 1Z4

Dear Students of ENGL 301 Technical Writing :

Thank you for the opportunity to submit my application for the position of Professional Writing Team Member. I have over three years of experience in English writing, and I wish to learn more from this team, and work with team members.

I am currently majoring in IDST (interdisciplinary studies) , the IDST program in UBC allows me to make connections between concepts across different disciplinary boundaries and I am able to apply the knowledge gained in one field to another field. I am highly motivated because I am pursuing topics that are interesting to me. As stated in my blog, I am currently studying : Chinese, Asian studies, and Economy. During my time in UBC, I have learned how to work with open-minded people, and I am very creative and love to bring up new ideas.

As you will not in my blog, I grew up in an entrepreneurial family. I have had meaningful practical experience in customer service. My position at my family company have given me the ability to work with a wide variety of clientele, and I have gained communication skills during my time in the company. In addition, I have completed my two months internship in Ogilvy, a management consulting company in Shanghai. I consider myself a very determined person, and I always like to be prepared and careful with deadlines. I am also a very good listener, I respect other people’s ideas and their approaches to work, meanwhile, I also remind myself to be creative and contribute my ideas to the team. During work days, I will check the canvas everyday and reply to messages if they came in, if I am one of your team members, there’s no worries about cannot contact me. One of my biggest weakness during work is that I move too slowly. Although I never missed a deadline, but I spend so much time on editing and try to make my work perfect. As a Chinese student, it was never easy or natural for me to write English, I need to spend more time on a project, but I will never delay a project, especially a group project.

My philosophy of learning is always to ask questions about things I do not understand. Confucius once said, and I paraphrase : To be humble and ask questions is what a wise man will do.

I hope you will view me as a strong candidate for this position, and I appreciate your time for reading my application letter. Please leave a comment if you would like to work with me.

Respectfully,

Hangwei Bao

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