May 30, 2022

Dear English 301 Student:

Thank you for considering my application for a group member position in your writing team, which was advertised on the English 301 course page. I am an English 301 student currently in the process of completing a Bachelor of Computer Science degree. I also hold a Bachelor of Science in Biology with Distinction from the University of British Columbia.

Outside of school, I have worked and volunteered in various tech roles. As a volunteer computer tutor, I taught a diverse group of learners basic computer skills such as sending emails and online safety. This experience led me to obtaining a Special Education Assistant position at a local non-profit society, where I helped Canadians with disabilities learn how to use assistive technology to improve their lives. My experiences in these positions showed me the potential that software has for empowering people, and this has formed the core of my professional interests. I hope to use my computer science education to develop and improve upon existing assistive technologies.

My academic and professional experiences have strengthened my abilities in communication, planning, organization, and teamwork. Over more than five years in university, I have taken many courses in which writing was a central focus. These courses helped developed my writing skills which include precise organization and a strong attention to detail. Using these skills helped me achieve a final grade of 100 percent in a course where my group was tasked with writing a full-length academic paper. Further, my professional communication skills were developed through my job as I was responsible for scheduling classes between clients and volunteers. I believe that these strengths will be valuable for your writing group.

In terms of weaknesses, I can improve on balancing work and personal life in addition to working at a faster pace. It is important that I continue to remind myself to take breaks from work, as I tend to neglect that aspect at times. Further, being highly detail oriented I can take longer to complete work which I address by starting well before the due date.

My learning philosophy centres around having a growth-mindset and practicing regularly. I appreciate critical feedback and use it to improve my habits and skills. I strive to maintain a strong work ethic, using practice opportunities to refine my skills and address deficiencies.

Finally, I am motivated to continue learning and developing the skills necessary to succeed as a writing team member. I greatly appreciate your consideration of my interest in the available position. If you have any questions or would like to discuss my application further, please send me an email at any time ([harbirsd@student.ubc.ca](mailto:harbirsd@student.ubc.ca)) and I will respond within 24 hours.

Sincerely,

Harvey Dhaliwal