505 Doyle Avenue

Kelowna, BC V1Y 6V8

September 20, 2021

Technical Writing 301

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear Technical Writing 301 Colleagues,

I am interested in becoming a member of your professional writing team. Currently, I am in my first year of my Dental Hygiene Degree Completion program at the University of British Columbia and I am looking forward to collaborating my ideas on this team and ameliorating my writing skills in this course.

As a registered dental hygienist with the College of Dental Hygienists of British Columbia, I am in tune with my communication skills, whether it be written or verbal, when I am contacting with my employer, peers and/or clients. More specifically, I work as a community hygienist for Interior Health. Therefore, I am familiar with extensive documentation and written communication when liaising with fellow dental hygienists, doctors, nurses, physiotherapists, dieticians and other medical professionals. Prior to becoming a hygienist, I also worked as an English teaching assistant in France. This experience allowed me to explore and revisit basic grammar and sentence structure, which I believe are necessary attributes in building a foundation in technical writing.

As a student in a degree completion program, it is important to take note that I am a lifelong learner. I am consistently trying to further my education and knowledge as well as improve upon the skill set that I already possess. As a member of your professional writing team, I enjoy editing and helping others by sharing ideas that will assist in building our cohesive unit. I believe that my experience and my openness to others will make me an asset to your writing team.

Thank you for your time and consideration. Please feel free to email me at helenet@student.ubc.ca. I look forward to hearing from you.

Sincerely,

Helene Tran