5920 Iona Dr.,

Vancouver, BC V6T 1J6

Jan 19th, 2022

ENGL 301 99C students

University of British Columbia

1973 E Mall #397,

Vancouver, BC V6T 1Z1

Dear Classmate,

Please consider my application to join your team as a professional writing team member in ENGL 301 Technical Writing course during winter term 2 of 2022. I am currently a third-year Nutrition Science major student at UBC, planning to graduate in 2023. I believe I possess the necessary skills and experiences you seek and would make a valuable addition to the team.

During my previous volunteer experience at Hawthrone Senior Care Home, I organized special events every weekend. Additionally, I have worked in the shopper’s pharmacy as a pharmacy assistant for 1 year. I have processed 400 prescriptions a day, answered physician’s phone calls, wrote internal memos/ emails, filled medications and prepared presentations to give work experience students a big picture of how the pharmacy work. These positions require attention to detail, responsibility, strong communication skills, organization skills, time management skills. I believe these experiences and skills have prepared me to become one of your professional writing team members.

Strength:

* Gathering information
* Organization

Weakness:

* Word-choice
* Proofreading

Furthermore, my learning philosophy is “practice makes perfect.” It is okay to not be perfect in the first place; perhaps having a good attitude is more important. If you still don’t have a group or are interested in working with me, please don’t hesitate to email me at lovepassionlife0618@gmail.com.

Best,

Christine Hsiao