September 14, 2017

2329 West Mall

Vancouver, BC V6T 1Z4

ENGL 301: Technical Writing Class

The University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear ENGL 301 students:

SUBJECT: APPLICATION FOR A WRITING TEAM MEMBER POSITION

I am writing this letter to express my interest in joining your writing team. As a recent graduate majoring in psychology, I have developed a strong research skill and essay writing team. I hope to be accepted to become a contributing and responsible member of your team.

I have been working at a psychology lab for more than two years. As a research assistant, I am involved with two projects with a large sample of participants. By transcribing, translating and documenting all the data of participants, I have learned to write professionally according to a specific set of rules. Moreover, I am a detail oriented person and an active team player as I need to collaborate with my lab mates and partner-lab at Hong Kong University on documenting, sharing, as well as analyzing data.

Currently, I am a computer science student in the BCS program. With years of practice in course work as well as at the lab, I am able to write a research base essay with clear thinking, analysis, and reasoning. However, I think I lack practice in writing in professional contexts. By taking this course and joining your team, I hope to develop a strong technical as well as business writing skill.

My learning philosophy is practice, practice, practice. Even though talent plays an important role in learning, I still believe that everyone can improve by practicing over and over again. Therefore, I hope I can be accepted into your team and we can practice together to become a better professional writer. Please feel free to contact me at james.ou31@gmail.com.

Sincerely,

James Ou