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ENGL 301 99A: Technical Writing

University of British Columbia

1873 East Mall

Vancouver, BC V6T 1Z1

Dear English 301 Classmate:

As a fourth-year Bachelor of Science student with a passion for technical communications, I am interested in applying for a position on your professional writing team for the 301 Technical Writing class as posted on the English 301 99A Blog. Given my background in English literature and creative writing, and strong communication and leadership skills, I am confident that I will be able to positively contribute as a member of your professional writing team for the 301 Technical Writing class.

Recognizing the importance of writing in fostering an ability to explain and refine ideas to an audience, I completed extensive coursework in English literature and creative writing focused on approaches to literature, poetry, and new media. I acquired solid writing skills through examining literary elements in fictional works and developing and supporting argumentative positions. Although analyzing literature has been my central focus, I worked hard on developing an ability to write in different genres by writing original short stories, poetry and podcast scripts in my creative writing courses.

Through my experiences as an undergraduate summer student researcher at SickKids and co-op student at Amgen, I developed solid verbal communication skills through collaborating with scientists in my department and presenting my work in group meetings and conferences. Notably, during my term at SickKids, I was among the top seven students in the SickKids Summer Research Program selected for oral presentations at the SickKids Summer Research Symposium Day.

Furthermore, in my volunteer role as a committee member of the Greater Vancouver Regional Science Fair (GVRSF), I worked extensively to lead fundraising campaigns and build solid partnerships with sponsors to raise over $50,000 to support the annual regional science fair. In close collaboration with other committee members of GVRSF and UBC Faculty of Science Office of the Dean administration staff, I also assisted in coordinating student activities and UBC Lab Tours for over 300 students attending GVRSF.

I highly believe in learning in a collaborative environment. At the core of learning is the process of reviewing, refining and reflecting, which are areas I often overlook and aim to improve on. With my English and creative writing background and proven communication and leadership skills, I believe that I will be able to work effectively in your professional writing team in developing technical writing skills.

Thank you so much for your time and consideration. I look forward to hearing from you soon.

Sincerely,



Janice Pang