

September 10, 2014
12640 Harrison Avenue
Richmond, BC V6V 2R9

ENGL 301 Technical Writing Class
UBC Centre for Teaching, Learning and Technology (CTLT)
214-1961 East Mall
Vancouver, BC V6T 1Z1

RE: English 301 Winter Term 2014 – Professional Writing Team Member Position

Dear ENGL 301 Technical Writing Class,

I am very excited to apply for the role of Professional Writing Team Member as advertised on the online English 301 webpage, and I hope you will consider me for the position. I am currently studying in the Department of Cellular and Physiological Sciences at the University of British Columbia as an undergraduate student and possess a great interest in improving my writing abilities. I have outlined several key points that I believe will make me an asset to this position.

I recently completed two 8-month co-operative education work terms in the fields of diabetes and cancer research. In addition to my experimental duties, I maintained regular communication with colleagues via the use of PowerPoint presentations and written progress reports. I also assisted in the organization of Islet Society 2013, a diabetes research conference held locally in Vancouver. These experiences resulted in my involvement in drafting several research manuscripts and a studentship proposal which covered the vast majority of my work expenses.

I am an enthusiastic writer, and I am definitely careful in my choice of words when drafting a written composition. I may seem slightly verbose at times, but I am a very motivated individual and will make it a priority to ensure that my responsibilities towards other members of the team are not neglected. In doing so, I hope to also cater to the ideas of “learning by doing” and “learning through teamwork” in an attempt to develop ourselves as writers.

I would be very interested in speaking with you regarding the Technical Writing position, where I can be contacted at jasonlee1992@gmail.com. Thank you for your consideration, and I hope to hear from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Lee', written in a cursive style.

Jason Lee