24/5/2017

Dear ENGL 301 classmate:

I am writing to apply for the position of professional writing team member with your group. I am in my second year of the Bachelor of Computer Science (BCS) program, and have a background in marketing and public relations.

As a computer science student I am interested in user experience and user research. With my training in developing user empathy during my recent co-op term as a business intelligence software developer, I realize the importance of determining your audience as a writer and tailoring your writing accordingly.

During my co-op, I had the opportunity to develop a project from start to finish in a team environment. I took it upon myself to learn as much as I could from my teammates, never hesitating to clarify or ask questions whenever there was uncertainty. However, it was my personal philosophy as a student to spend time tackling a problem and exhaust all possible approaches within my knowledge before asking for assistance. I also solicited feedback from my coworkers and manager, and am well aware of what I need to work on as a team member — keeping the momentum going on a project by being more vocal about my ideas.

I also provided the documents necessary to present my project to higher management, as well as technical documents for deploying the project to other teams and for technical and non-technical users.

My work experience as a software developer is supplemented by my time in marketing and public relations, during which I oversaw advertising campaigns for a recruiting firm and produced press releases for a number of different organizations.

I am certain that my experience in both technical and non-technical writing, as well as my skills in working with a team will be an asset to your writing group. I look forward to hearing from you. You can reach me at chern.judy@gmail.com.

Sincerely,

Judy Chern