2329 West Mall

Vancouver, British Columbia

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English 301 99C

Department of English

University of British Columbia

Vancouver, B.C.

January 15, 2016

Dear English 301 Students:

Please consider my application for writing team member for the English 301 Technical Writing course, as advertised on UBC Blogs. I am a University of British Columbia student studying Dental Sciences planning to graduate in April 2019. I have completed my dental hygiene diploma prior. My English professor, Ms. Erika Paterson, influenced me to apply for this position.

As a research assistant with George Brown College, in collaboration with the University of Toronto, I worked with another research partner to write a formal research report on bacterial growth in dental unit water lines. This was then submitted to the main researchers for review prior to publication. My experience demonstrates my ability to successfully work as a team, analyze and record data, and write in a professional manner.

Additionally, as an oral health program coordinator, I developed a hands-on dental health presentation. This was directed at preschool-aged students at a Montessori school, downtown Toronto. In the process of development, I created a suitable survey for the students, and analyzed the data collected in order to make a beneficial learning program. The program coordination required a great deal of professional communication- with my instructor, the Montessori school director, the children, and the children’s parents. The writing communication styles I gained experience in were emails, letters, surveys, and reports.

Being a student and dental hygienist, I have become a well-organized individual who can manage their time effectively. I enjoy working collaboratively with others to gain new insight. I am interested in improving my technology skills in hopes of finding potential employers through social networking techniques.

My learning philosophy is to gain knowledge through research and sharing ideas with others.

With my experiences, education, and work habits, I look forward to becoming a member of your team. Please contact me at jessfrancisarnold@icloud.com if you are interested in working with me.

Sincerely,

Jessica Arnold