January 15, 2017

789 Oak Boulevard

Vancouver, BC

English 301: Technical Writing

University of British Columbia

2329 West Mall

Vancouver BC

Dear classmates:  
  
My name is Jennifer Luu. I seek to be a member of your professional writing team, as indicated on the English 301 course website. I am a fourth-year undergraduate in Biology, and intend to pursue a career either in science policy or science communication. To meet the demands of either career, I am taking English 301 to refine concise writing. I will outline relevant writing experiences, writing skills and work habits, and learning philosophy to aid your decision.

My writing experiences come from co-op work placements and coursework. As a Marketing Co-op Assistant for a biotechnology company, I wrote product and educational material for the company website. This required special attention to technical detail, grammar, and concision. I did the same in editing others’ material. I wrote regular technical laboratory reports for my laboratory courses. In such reports, I summarized key research findings and experimental rationale.

I have developed writing skills and work habits during my education. My writing strengths include attention to detail, logical organization, and tone. However, I would like to improve my concision and grammar. I am an involved student on-campus, and manage my time efficiently to finish assignments. My weakness is that I can fixate on small details, which occasionally delays coursework.  
  
I believe that learning is meant to be engaging and collaborative. In this course, we can improve our writing as regular participants in assignments and other projects. Group work will bring together our respective strengths and help mitigate our difficulties.

Thank you for reviewing my application. You may contact me at [jenniferluu9@gmail.com](mailto:jenniferluu9@gmail.com). I look forward to hearing from you and becoming your fellow team member.

Regards,  
  
Jennifer Luu