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English 301: Technical Writing Students   
University of British Columbia  
2329 West Mall  
Vancouver, BC V6T1Z3

To my fellow English 301 classmates,

Please consider my application to be a member of your technical writing team as posted on the English 301 course website. I will graduate in May 2016 with a Bachelor of Science Degree in Biology with a minor in Applied Animal Biology at the University of British Columbia (UBC). I believe writing is an essential skill that encompasses a multitude of components besides the physical composition of the letter itself. These components include planning, writing, drafting, structure and language, flow, grammar, revising and editing. In all honesty, I believe there is always room for improvement with these skills and hope to do so throughout this course. In contrast, I believe I am an great editor and a great judge on structure and flow and therefore be an excellent addition to any team.

As a biology student, I have been taught to critically analyze, research and understand concepts before applying that knowledge into a well-written and concise paper. Throughout my studies, I have written a multitude of proposals, lab reports, review papers, and a few scientific papers. From my experience, I believe anyone can write. However, what sets apart a decent paper from an excellent paper is the amount of effort, time, and editing that occurs, which as previously mentioned, are the skills I can contribute.

Apart from my writing abilities, I am a team player. I have worked and volunteered in many group settings, including being part of of a research team, teaching youth, organizing events, etc. I believe a great team is one of unity, in which each person is aware of one another’s weakness and uses one’s strengths. As a member of a team, I do my best in being available and present in discussions and providing help to my peers. I also welcome criticism and feedback and am honest and respectful when giving my own opinions. Overall, I consider my hard work and experiences and my adamant mindset in producing the best, has gotten me where I am today. For this course, I aim to improve my technical writing skills.

Thank you for taking the time to consider my application. If you are interested in working together or have any questions, please contact me at jcng18@gmail.com and I would be happy to discuss any details with you.

Sincerely,

Jodie Ng