123 Fake Road

Vancouver, BC A1A 1A1

September 20, 2021

UBC English 301 99A

University of British Columbia

2329 West Mall
Vancouver BC V6T 1Z4

Subject: Professional Writing Team Member Application

Dear fellow students of UBC ENGL 301,

 You will receive many competitive application letters for a position on your writing team, but if you give me the chance, I would love to share with you why I feel I am the exact candidate your team is seeking.

 I am someone with a unique combination of education and work experience, which will bring versatility and depth to your writing team. Currently, I am a third-year student in the Integrated Computer Science Program at UBC while also working part-time at Arthritis Research Canada (ARC).

 During my four years at ARC as a Research Coordinator, I had the opportunity to refine my technical writing skills by collaborating with Professors and graduate students, writing ethics applications to the UBC Clinical Research Ethics Board, and publishing academic research papers. It was an honor to have published three manuscripts, one as first author, and to be selected as one of nine speakers to present an abstract at the 2021 KT Canada Scientific Meeting. Outside of school and work, I also serve as Vice-President on the Board of Directors at Richmond Multicultural Community Services. There, I helped reshape the organization’s mission and strategic initiatives.

 All my work and educational experiences have shaped my writing skills to be more technical, formal, and analytical. While there are areas where I can still improve, such as by being more concise and descriptive, I am confident that I can contribute to your team with my diligence, determination, and dedication. Above all, I thrive most when working in group settings as I can have open communication with my partners to exchange insights and accomplish goals I could not have achieved on my own.

 To me, learning is a lifelong cycle where we acquire new information and skills everyday, whether it be in our professional or day-to-day lives. Mistakes are an inevitable part of the learning process, and we should never feel dismayed by them. It is much more important to remain positive and learn from these mistakes to improve for the future.

 Thank you for taking the time to read my application. If you feel I am someone who would be a great addition to your team, please feel free to email me at tamjohanthan@gmail.com.

Sincerely,

Johnathan Tam