5665 Boundary Road

Vancouver, BC V5R 0E4

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ENGL 301 Technical Writing Class

University of British Columbia
2329 West Mall, Vancouver, BC V6T 1Z4

Dear Technical Writing 301 class:

My name is Jojo (Syau-jing) Huang, I am writing this email to put forward my application to become a member of your writing team for the English 301 Technical Writing class.

To begin my application, I would like to briefly introduce myself. I am now a fourth-year computer science student in UBC’s BCS second degree program, while I got my first bachelor’s degree in accounting in China. Studying and working in two different majors gave me great chances for professional writing in different areas. For example, I used to be a management consultant in Shanghai, in which I needed to propose various formal documentations to help our customers to refine their enterprise process. Also, I was a product support and software engineer Co-op intern in SAP and Arista Network in Vancouver respectively, from which I learnt a lot about how to write formal emails to communicate with customers and how to cooperate with the teammates. With all of those writing experience, I think I can be a good candidate of your writing team, and I will be able to contribute to the team with some different insight, especially when doing peer review with teammates.

However, I have to admit that since English is not my first language, sometimes I may express my idea in some improper way. Also, I think some other weaknesses of me include the lack of confidence and leadership, as I usually asked some senior colleagues to review my documents and make the decision in my previous jobs. I hope I can improve them in the writing team!

My learning philosophy is to always go one layer deeper for new knowledge, which actually comes from a famous research paper in computer science. By going one layer deeper, we can have a better understanding and different insight of the knowledge. Moreover, sometimes we may find our previous conclusion is superficial or even wrong.

Please feel free to contact me at jojoxiaojing@icloud.com if you have more questions or want to learn more about my background and experience. I am looking forward to hearing from you.

Best Wishes,



Jojo (Syau-jing) Huang