September 18, 2015

121 E 27th Street

Vancouver, BC, V7N 1B3

ENG 301 Student Body

English 301 Section 99A

University of British Columbia

Vancouver, BC

Dear English 301 Cohorts:

I am fourth year Chemistry student interested in being a group member for English 301. After reading through Dr. Paterson’s post, I am very excited to get to know some of my colleagues in group activities. Considering my previous experience writing technical reports on co-op work terms, and excellent communication skills and effective collaboration in an academic setting, I am an ideal candidate as group member for this course.

Through my experience in my co-op positions and academic settings, I have gained strong technical communication skills for use in the workplace. In my co-op placements, often I had to correspond between my colleagues in order to complete tasks on time. For example, when I worked at Xerox, I used different communication methods between myself and my supervisor to facilitate my project. Since I collaborated with my supervisor well, I was able to complete my project on time and develop a material on an industrial scale with desirable properties. With my work at DPoint Technologies, I was required to produce a technical report that summarized my project. I included clear methods for future work and results from my work, and my supervisor noted it was very detailed and a great foundation for work the project later on.

Besides technical writing and communication skills, I also have a large amount of experience in planning events and working collaboratively in groups. I’m part of the Undergraduate Chemistry Society (UCS), and I organized Chemistry Forum with a member last year, which has professionals from industry and academia talk to undergraduates about their careers. By coordinating with my colleague, catering, rental services, speakers, we successfully had 50 undergraduates and 7 speakers attend, an excellent turnout. Working in a group for a poster presentation also developed my teambuilding and how to work effectively in a group. One of my courses involved working throughout the term with other students to produce a poster at the end. Through weekly meetings and deciding on tasks for each other, we successfully designed and presented our poster, and received an A in the course.

In closing, I would be a valuable asset to your group for this course, and I would enjoy working with you this term. For further contact, I can be reached at [jordanheyes5@gmail.com](mailto:jordanheyes5@gmail.com). Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Jordan Heyes