P.O. Box 960

Tofino, B.C. V0R 2Z0

May 24, 2017

ENGL 301: Technical Writing

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

Subject: *professional writing team member application*

Dear Classmates:

Please consider my application as a team member in joining your professional writing team. I am confident that my outstanding capabilities to collaborate as an efficient and effective team member will make me a valuable team member for you group.

I currently work full-time as a registered dental hygienist and have been pursuing completing a bachelor’s degree in dental hygiene part time. I began the degree completion process in the Fall of 2013, and I will have completed my degree by the spring of 2018. My experience and commitment to my continued education demonstrates that I am determined, possess excellent time management skills, and am well versed in team work.

As a dental hygienist, I possess excellent written and verbal communication skills which could be applied to the various assignments we will be undertaking this term. Furthermore, attention to detail is a necessary quality for a dental hygienist. This ensures safe and thorough care for all patients. These outlined qualities would be an asset to your team’s experience and development throughout this course.

I would like to thank you for taking the time to read and consider my application as a team member for your group. I would be happy to answer any questions regarding my application, please phone anytime after 6:00 p.m. at (250)534-9206 or email at jrd27@live.com.

Sincerely,

Josy Jonas

Josy Jonas