1234 Apple Street

Vancouver, BC V7A 1K3

May 30, 2022

English 301 98A Technical Writing

The University of British Columbia

Vancouver, BC V6T 1Z4

Dear ENGL 301 classmates,

My name is Juanita and I am an undergraduate student majoring in real estate at Sauder. During this summer term, we will get a chance to meet one another and form writing teams to collectively enhance our writing capability and technical skills. I am excited for this course because I believe communication is at the forefront of everything we do, in our careers and in daily life.

My educational background began at McGill University where I studied for my Bachelors of Science in Nursing and lived in Montreal for a year until returning to BC. Upon coming back, I pursued an education and career in real estate where I received two diplomas – one from BCIT and one from UBC, along with my real estate license. Now, as I progress along my degree at UBC, it is rewarding to see how much I’ve grown since first year.

For my career, which began 3 years ago, I have been working in project real estate marketing specializing in pre-sale communities throughout Metro Vancouver. It is a fast-paced industry, there is so much to learn, and new opportunities always come up along the way. Over the years, I have developed strong attention to detail, effective communication skills, and a “get it done” attitude. I am grateful for the experiences I’ve had and the connections I’ve formed.

After reading this, my hope is that we can work together to form a writing team that can foster meaningful connections and expand our knowledge together. If you think we could work well together, please send me an e-mail at juanita\_kwok@hotmail.com. I look forward to hearing from you!

Sincerely,

Juanita Kwok