475 Elgin Street

Ottawa, ON K2P 2E6

September 20, 2021

English 301 – Technical Writing

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear ENGL 301 colleagues,

Please consider this letter as my application to a team within the distance education course ENGL 301 at the University of British Columbia. This course aims to introduce students to specific elements of technical writing, to provide opportunities to practice developing skills, and to engage and challenge writers in online communication contexts.

No matter your job description, you should expect to be evaluated on written and oral communication skills at work. As a dental hygienist, I spend most of my day talking and writing about what I’ve noted on a client or what treatment was done. These records are increasingly kept digitally and need to be comprehensive, precise, and easy to read by another clinician. Communication is the single most important aspect to comprehensive client care, with written word only becoming more pivotal as technology continues to advance and online forms of communication take more precedent in daily life. That’s why I’m so grateful to be studying online through this platform.

My goals for this term are to develop and sharpen technical writing skills that will help me become a better communicator in my career and in my life. As a lifelong learner, I am prepared to challenge myself by creating writing works in this course that I would otherwise not have created. I understand the importance of collaborative care and make an excellent team member. I am open to new ideas, and I accept criticism well; I am excited about all opportunities for growth.

Thank you so much for your time and consideration. If you are interested in my proposal, please feel free to contact me via email: kargarn@student.ubc.ca