University of British Columbia

MEMORANDUM

To: Professor Paterson

From: Karissa Garneau RDH <kargarn@student.ubc.ca>

Date: September 20, 2021

Subject: Letter of application

My letter of application to a team within the distance education course ENGL 301 at the University of British Columbia was successfully posted to my blog. You’ll find it attached. I’ve also chosen three classmates to email it to and to offer collaboration with me over this term. The letter detailed why this course is valuable to me and how I would prove to be an excellent member of their team.

* 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
* 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
* My goals for this term: to develop and sharpen technical writing skills that will help me become a better communicator in my career and in my life
* 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

Encl. 301 Karissa Application letter