Kashish Garg

5959 Student Union Blvd

Vancouver, BC

January 20, 2022

English 301 99C

University of British Columbia

2329 West Mall

Vancouver, BC

V6T 1Z4

Dear ENGL 301 peers,

Please consider my application for a position in your professional writing team for term two of the 2021W session. I am currently a 4th-year student majoring in Biology. I am confident that my academic abilities and interests, volunteer experience, and mindset towards learning make me a strong candidate who will have a positive impact on your team.

My professional interests include biology and computer science, both of which are fields that place an emphasis on strong writing and communication skills, demonstrating my motivation and enthusiasm for producing writing that is to the best of my ability. Furthermore, as a biology student, I have had numerous experiences with technical writing. I have analyzed and summarized primary scientific articles, along with writing technical lab reports that include abstracts. My academic experiences have strengthened my technical writing skills.

My volunteering experiences have prepared me to be an effective team player. As a junior volunteer at a nursing home, I set up and assisted with activities such as exercises, walks, and spiritual services. I interacted and socialized with the residents by maintaining a patient and empathetic attitude. As part of my high school leadership committee, I worked with other students to organize events throughout the year such as talent shows and pep rallies, working together to handle logistics, decorations, and advertising. Through these experiences, I have developed communication and collaborative skills that allow me to positively contribute in group settings.

Strengths

Paragraphing/Structure

Focus/Staying on topic

Reliable

Work well with others

Weaknesses

Lack conciseness in writing

Overthinking

My learning philosophy is maintaining a growth mindset, as I believe that any skill can be improved upon with practice and determination. Thank you for taking the time to consider my application. If you have any questions or feel I would be a good fit for your team, you can contact me at gargkash@student.ubc.ca.

Sincerely,

Kashish Garg