Kenneth Colosie

12259 227th Street,

Maple Ridge, B.C. V2X 6J8

January 18, 2022

English 301 – Fellow Technical Writing Students

Sauder School of Business

2053 Main Mall

Vancouver, B.C. V6T 1Z2

Dear Fellow Technical Writing Students,

Please consider this letter as my application to join your team during winter term-two of 2022 in order to collaborate and produce effective pieces of written correspondence and other technical writing. I believe that my academic experience, effective communication skills, work ethic, determination to succeed and related work experience make me a strong team candidate.

For the last six years I have been working as a Strata Manager for Associa B.C., REMI Realty and West Coast Property Management. In this roll, I answer a number of emails daily, write internal memos, prepare meeting agendas, minutes and draft letters to owners. Additionally I prepare budgets, approve invoices, schedule trades to attend to building issues and review financial data. This position requires professionalism at all times, effective time management skills and attention to details which I believe are all important in a group setting.

Academically, I am a third year student in the Bachelor of Business in Real Estate Degree program and hold a Diploma in Urban Land Economics from Sauder School of Business, UBC. I have obtained my licenses for Strata Management, Rental Property Management, Real Estate Trading Services and a Managing Broker license.

**Strengths:**  **Weaknesses:**

Attention to detail Using casual language in the wrong setting sometimes

Business world experience Formatting of complex documents

I believe with my academic achievements and real world experience in this field, I can be an asset to any team looking for an additional group member. I can be reached by email at kcolos94@student.ubc.ca. I look forward to hearing from you to discuss this opportunity further.

Sincerely,

Kenneth Colosie