

Kevin Gonzalez  
2329 West Mall  
Vancouver, BC V6T 1Z4

September 12, 2017

ENGL 301: Technical Writing

The University of British Columbia  
2329 West Mall  
Vancouver, BC V6T 1Z4

Dear ENGL 301 students,

Please consider my application for a professional writing team member as advertised on our course webpage. I am a fifth-year Biology student at the University of British Columbia, researching proteins involved in various cancers. I have developed a foundation in research and report writing through my course work and as part of a lab. With my skills, I am confident that I would make a strong candidate for your writing team.

I have a year of experience at a biotechnology company as part of my co-op experience. As a research assistant there, I was part of several projects in a team which required detailed documentation of the experiments done. Through documentations and data obtained from experiments, I wrote reports with my peers that detailed the objective, methodology, results, and analysis of results. These reports included the organization and annotation of the data to clearly our findings and interesting leads which would be later discussed for designing further experiments.

Outside of my lab experience, I was also a Senior Orientation Leader for UBC Orientations where I worked actively with a team to develop aspiring student leaders in building a respectful and inclusive community for new to UBC students which includes time-conscious planning, organizing and, implementing activities for leaders in preparation for Imagine Day and for students on Imagine Day and the remainder of their first term. The interpersonal and management skills I have developed over these experiences allow me to work cooperatively with others and can be used to support the writing team.

My learning philosophy is centered around confidence through practice. I believe that by putting the time in to practice new techniques, skills, and think about the concepts involved, it builds confidence. I feel that confidence in yourself to utilize new skills creates positivity and promotes efficiency and further learning. I also believe learning from others is as important as new ideas and various opinions can solve problems and improve work quality.

I would enjoy the opportunity to discuss potential opportunities to be a part of your writing team. You can reach me at kevingonzalez224@gmail.com. Thank you for taking the time to read my letter of application.

Sincerely,

Kevin Gonzalez