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January 19, 2022

Technical Writing 301/January 2022

Dear ENGL 301 colleagues,

Please consider my application for a position in your professional technical writing team for the duration of the term. I am a third-year student in Computer Science in the second-degree program. I believe my experiences as a Project Assistant in Enrolment Services and Residence Advisor combined with my previous directed studies in Behavioural Neuroscience make me an excellent teammate.

Through directed studies in a developmental psychology lab, I was able to generate hypotheses, collect and analyze data, and write scientific reports. Additionally, communication is a vital part in my roles as a Project Assistant and Residence Advisor because I collaborate with a lot of different people. Currently I create and design content for workshop presentations and the Financial Wellness Canvas course. My professional interests include project management and integrating computer science and neuroscience.

My ideal team consists of team members with a strong work ethic and willingness to learn and adapt to one another. I am reliable and dedicated. I strive to create positive group dynamics by establishing trust and practicing humility. One of my weaknesses is giving constructive feedback, which is a skill I plan to develop and strengthen in this course through peer review. My learning philosophy can be summarized by Mark Driscoll’s quote that “everyone has something to teach you if you are humble enough to learn.”

If you feel like we have similar expectations and complementary work values, please reach out to me at katherine.chan@ubc.ca.

Thank you for your interest.

Best regards,

Katherine Chan