Technical Writing 301/Jan 2016

University of British Columbia

January 13th, 2016

Dear Class of Technical Writing 301:

I am writing to you for consideration of my application to your writing team for the 2016 Winter Term of ENGL 301, as per the posting on the ENGL 301 Webpage. I am a third year student in the Bachelor of Computer Science Program at the University of British Columbia. I have taken previous first year English courses, as well as an Advanced Recombinant DNA Techniques course which required formal report writing.

For the past 7 years I have been the Office Manager of a walk-in medical clinic in Vancouver, and after I finish my computer science degree I hope to pursue a career in health informatics. My experience in management has provided me with the necessary skills to function daily in a professional setting. Memos and emails between numerous staff members are part of my daily routine. In addition, I have well-developed interpersonal skills which continue to be sharpened daily as conflicts arise among staff, physicians, and patients, that require my attention. Volunteering at the Vancouver General Hospital Emergency Department for 1.5 years allowed me to further hone these skills. The above experience has led me to approach most situations in a calm and calculated manner, and forcing me to look at a scenario from all possible angles before acting. It has also demonstrated my ability to handle large amounts of responsibility.

While I have the background experience in a professional setting, I do lack the professional detail that one would display in a much larger setting – for example, a large private law firm of several hundred employees. I feel that I am an above average student, however in terms of writing skills, I would consider myself average. I work well in groups or individually and am not opposed to leading when necessary. I have never missed a deadline, but I admit to having left work for a later time instead of doing it right away. I love to learn, but lately I do find myself too busy to explore new topics. I hope to change this.

If you feel the above would suit your needs, please contact me to discuss further at the email address provided below. I look forward to your consideration.

Sincerely,

Kevin Lapeyre

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