County Rd 1, Loretto

ON, Canada

May 29, 2022

English 301 Peers

University of British Columbia

2329 West Mall

Vancouver, BC V68 1Z4

Dear Peers in English 301:

Please consider my application for a position on your writing team as listed on the English 301 blog. I am a third-year dental hygiene student pursuing my Bachelor of Dental Science, my English professor has encouraged me to apply for your position. As a member of your writing team, I plan to provide ideas and complete the required work to achieve success throughout the course.

While receiving a college diploma, in 2008, I was challenged with a fast paced and rigorous curriculum with upwards of 24 hours of both didactic and clinical education, requiring the ability to multitask and balance the course load. As a health professional continuous learning, at least 25 hours of education per year, is essential and requires the ability to learn quickly and adapt to new information and techniques.

Through various employments professionally, I have had the opportunity to work with schools to provide presentations and written educational materials for students and parents. Recently, I developed and wrote over 10 policies and procedures for the dental team, following rigid guidelines for infection control, safety, and pandemic protocols. Routinely, working with colleagues, at varying levels of experience and expertise and cooperating with clients has provided knowledge and skills for collaboration and communication.

Professionally, writing is a crucial aspect of client care. It is imperative that client records and referrals are completed in a timely manner with detail and accuracy. Even with such writing experience, I am not in a position that has required formatted proposals or extensive technological experience but look forward to advancing my technical writing skills.

I enjoy the challenge of learning new skills or subjects, but I struggle with last minute workings with little organization. Time management and organization are an essential part of my learning.

If you feel that my attention to detail and skills in collaboration and time management will be complementary to your team, please contact me at your earliest convenience at kristyv@student.ubc.ca.

Sincerely,

Kristy Vyfschaft