Team Application letter

417-488 Helmcken Street

Vancouver, British Columbia, V6B 6E4

September 16th, 2018

ENGL 301 99A Technical Writing Class

University of British Columbia

2329 West Mall

Vancouver, British Columbia V6T 1Z4

Dear Classmates,

I am writing to formally indicate my interest in joining as a member of your professional writing team. With my writing skill, and academic background, I believe that I can be a major part of your team’s success.

I graduated from the University of British Columbia fives years ago with a combined major in Economics and Statistics. In addition, I completed a master’s degree in economics at UBC the following year. Throughout my studies, I have had plenty of opportunities to refine my communication skills. Specifically, I have trained myself to write in a concise and informative way as it is required to have an abstract or executive summary in all research papers. In addition, many of my course studies had helped me hone my collaboration skills as I was required to work in a team to provide a written analysis on business cases that were given to us. My learning is done through applying the first principle of physical, where I decompose subject matters into atomic units and I will then piece all the factual information together to form my understanding of the subject matter.

In addition, I worked as a financial analyst for my family’s cement factory in Ethiopia. During that time, I had ample opportunities to improve my writing skill in a professional setting. Specifically, my formal reports include, but not limited to, quarterly financial reports, annual financial reports and potential project reports.

Speaking of weakness, I have my fair share of struggling. I am capable of comprehending people’s underlying message in their writing, however I have yet to master the skill to communicate implicitly. In other words, my writing style is frank and straightforward where certain people may not appreciate it.

I thank you in advance for taking the time to read my team application letter. I would appreciate the opportunity to work with you. I hope this letter provides sufficient information for you to make an informed decision on whether I would be compatible to be your team member. If you are interested and wish to contact me, please email me at kyo.hideki.tang@gmail.com . I look forward to hearing the good news from you.

Sincerely,

Kyo Tang

The letter’s content in word format can be downloaded here.