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ENGL 301 99A
University of British Columbia
2329 West Mall
Vancouver, BC V6T 1Z4

Dear classmates,

I am writing this letter to express my great interest in becoming part of your team for English 301 and convey why I make a great teammate. There have been various experiences that have helped me excel my communication skills.

 As a second-degree student with a prior degree in commerce specializing in accounting, I have undergone countless situations where it was required for me to communicate with industry professionals, both verbally and written. Some examples of where I needed to exercise concise written skill were through email writing. As we all know, working professionals have busy schedules thus materials presented should be straight to the point. It seemed to be well perceived for I met with many professionals for information interviews as a result.

Furthermore, having worked in accounting firms, it has taught me to convey information clearly via written communication. Many times it is necessary to reach out to the customers to inquire regarding a form she/he may have submitted. Given the time sensitive scenario of tax season, it is crucial to express clearly of what is needed as well as the emergence. On top of accounting co-op, I have also completed and am doing co-op terms for computer science. I am currently doing my fifth co-op term with Mobify. With less human interaction, this did not lessen the need to write. With every piece of code written, documentation is required to assist along. The purpose of these documentations is to present the thought process and reasoning as to why something is done in a certain way. Through these experiences, not only have I strengthened my written communication skills but also enhanced my teamwork and leadership skills.

Lastly, throughout my school career, I have always enjoyed organizing events and activities. A recent experience is where I took on the role of Sponsorship Director. My time management and communication skills were put to the test. I need to reach out to possible sponsors in hope to receiving funding for nwHacks, the hackathon my team and I are organizing for 600 participants. It was a daunting task to raise $80,000 within three months. All the same time juggling exams, assignments, and projects. This experience has tremendously improved both my time management and communication skills. We exceed our goal and were raised $100,000.

For the reasons mentioned I believe I will be a great teammate to have. Thanks for taking the time to reach through my letter and feel free to reach out to me at chulansi@gmail.com. I am excited to hear from you!

Best regards,

Lansi