September 20, 2018

ENGL 301 99A – Technical Writing

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear Classmates,

I am writing this letter to convey my interest in being a part of your writing team for the duration of this course. I believe that I have qualities that would benefit you in a group as well as benefit you as an individual.

I am a third year psychology student with a strong work ethic. I have always enjoyed taking English classes as it is something that I feel confident in. I believe that I can contribute to my writing team by sharing my knowledge and skills in writing, as well as learn from others. I believe my strengths in writing are grammar, proofreading, and self-editing. I am capable of working in a team, coming to compromises, communicating ideas, and taking constructive criticism from others in order to improve my abilities. In my second year, I worked on a group project in a psychology course which involved coming up with a research topic, completing the research, working on collecting and organizing data, and organizing information in order to make it clear, concise, and presentable. I enjoy working with a team because you are able to share and learn information. The areas in writing that I believe I could improve in are sentence structure and peer-reviewing. Working in a writing team would be the perfect opportunity for myself to practice peer-reviewing and gain knowledge from my teammates.

I believe that with dedication and focus, any task can be completed to your best ability. There is always more that you can learn from everyone around you which is why I am excited to work in a writing team this semester.

Thank you for considering me as a part of your writing team. I look forward to hearing from some of you.

I can be contacted by email at lauradp998@gmail.com.

Sincerely,

Laura Di Pietro