602 Como Lake Ave  
Coquitlam, BC V3J 0G2

May 24, 2017

ENGL 301 Technical Writing  
Summer students  
University of British Columbia  
Vancouver, BC V6T 1Z4

Dear ENGL 301 classmates:

Please consider my application as a professional writing team member for 301 technical writing class as advertised on the course website. Currently, I am a 3rd year student who will be graduating in 2019 with a Bachelor of Science in Mathematics. Professor Erika Patterson, the class instructor, encouraged me to apply for this position with three other members from ENGL 301 class.

During my studies, I had the opportunity to work as a tutor in the Mathematics and Statistics Activity Center in a college. Other than helping students with their study, my duty also included helping the instructors conducting weekly tests by marking the tests and recording the student’s grade in a limited time. I also had the chance to accumulate some experience of using technical communications such as emails and memos, either directed towards other tutors or the instructor, in regards to the students’ progress. Aside from my working experience, in both college and university I took a couple of statistics courses where as a team, we had to conduct a research and make proposal and final report.

My experience shows my strength as a detail-oriented and organized student. I take responsibility very seriously and I always make sure to finish my job properly within the deadline. My weakness is, due to my shy nature, I may not voice out my opinion as often as others initially. Sometimes I can also be too perfectionist that sometimes slow down my own work. However, I believe I can overcome my weakness through hard work and practice.

I believe that practice helps people to improve in their learning as it allows people to see things from different perspective. As a mathematics student, to understand the materials taught in class, I often do practice, either the ones assigned by the teachers or just some random questions I found in textbook. Through practice, I always manage to find new things to learn, even if it come from something that I have done before.

Thank you for the time you have taken into reading my application. As a focused and capable student, I am sure I can make a good contribution to your team. You can reach me anytime through my email at [lani.diana09@gmail.com](mailto:lani.diana09@gmail.com) or through the English 301 Sept 2014 Facebook page. I hope to hear from you.

Sincerely,

Lani Diana