XX Garden Grove Drive,

Burnaby, B.C., Canada V5G4A7

September 20,2021

301 Technical Writing Class,

Vancouver Campus

2329 West Mall

Vancouver, BC Canada V6T 1Z4

Dear Technical Writing 301/Sept 2021 Class,

Please consider my application for a professional writing team member, as advertised at the English 301 99A Technical Writing September 2021 at blogs.ubc.ca. I am currently in the third year of my second undergraduate degree in Food, Nutrition and Health at the University of British Columbia. I also have a degree in Business Management from Manila and a diploma in Restaurant Management and Commercial Cookery from Adelaide, Australia. Our technical writing professor in the Department of English at UBC, Dr. Erika Paterson, encouraged me to apply.

I have eight years of experience writing business-related documents such as kitchen and business operations manuals, client contracts, professional emails, and company websites. In Canada, I designed a website for a small catering company specializing in Scandinavian cuisine that I purchased, resulting in a 300% increase in sales. Making a business operations manual for a small street food company in Manila that expanded into a fast-food chain with 28 branches is one of the highlights of my business career. My recent volunteer projects are reformatting a part of the Dietetics Manual for the East Vancouver Dialysis Clinic and standardizing a part of the volunteer recruitment manual for the Food Hub at South Vancouver Neighbourhood House. Collaborating with clients and requesting feedback to achieve the clients’ goals are a few of my strengths. I will be an asset to a writing team that makes time for careful editing, revision, and collaboration. I have more writing experience in Manila than in Canada, and I need time to carefully check with the writing team about the tone and grammar of my documents.

I love learning and enjoy working on different projects with people from various fields and cultural backgrounds. I treat my workmates with respect by actively listening and finishing projects promptly. If my profile meets your needs, please send me an email at lholdo00@student.ubc.ca.

Sincerely,

Lea Ang Salamanca