12345 English Drive

Vancouver, BC V0M 3A0

January 15th, 2016

UBC English 301 99C Technical Writing Class

UBC Professional Writing Team

2329 West Mall

Vancouver, BC V6T 1Z4

Dear classmates,

 My name is Lydia Chang. I am writing this letter to introduce myself as a strong candidate for your professional writing team. I major in Biology at UBC and am currently in my last Co-op placement working at a pharmaceutical company. In my previous position, I worked as a quality assurance at a nutraceutical. In school, I also take various commerce courses offered by UBC Sauder. I was thrilled to discover the English 301 course and the writing team posting as I truly love to write and work with people. I believe that technical writing is an invaluable and indispensable skill in our daily lives, and working with others to incorporate what you learn is crucial to further develop and strengthen this skill. I would love to take part in your professional writing team to positively contribute to the process of becoming technical writers together. I believe that learning is never an individual matter, but we learn from one another through strong collaboration and intellectual and emotional support.

 My Co-op experiences have granted me many opportunities to practice professional writing and eventually also rewarded me with promising job positions. Through the job application process, I learned how to write strong resumes, cover letters, and emails to present myself in a professional manner to my potential employers. I reviewed my own and my peers’ application packages repeatedly with numerous discussions with others, and received valuable suggestions and revisions from my Co-op advisor. I believe my Co-op experiences prepare me well for the English 301 professional writing team where self-editing, peer review, and instructor consultation are critical for success. Having worked as a quality assurance and currently in a laboratory, I issue and review many paper documents and lab protocols carefully to ensure their correctness and their compliance with the required standards before carrying out the duties. I learned to become very detailed, attentive, organized, and efficient in my writing and editing work, and oftentimes striving to exceed the expectations. I believe these qualities will be very helpful to the writing team when we all contribute, review, edit, comment on, and discuss over our writing. Furthermore, I believe that my interpersonal and teamwork skills will help me work well in the team. Through my work experiences, I learn to be professional in my interactions with others and how to work as an effective team member.

 My academic studies also equip me in becoming a prime candidate in your writing team. I acquire skills such as problem solving, critical thinking, and information synthesizing as a student in the faculty of science majoring in biology. To illustrate, I apply what I learned from lectures into real and practical situations in life to find solutions to diseases and the various dysfunctions of biological mechanisms and health issues. I synthesize and condense the mass amount of information from courses and academic papers into the material I need to further research and investigate possible discovery points. These skills are very crucial in technical writing as the writers need to fully understand and target the audience’s exact needs to solve problems effectively and efficiently with the language appropriate for the reader’s easy comprehension. Through my commerce courses, I also had many opportunities to refine my professional writing skills in business related scenarios, including case studies to resolve company issues and business plans for smoother business start-ups.

 I believe that my previous experiences are great foundations and my self-motivated and hardworking ethic will make me a valuable addition to the team. I can be reached through the English 301 Facebook page, or through lydia841001@gmail.com. Please also feel free to visit my UBC blog at <https://blogs.ubc.ca/lydiachang/>. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Lydia Chang

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