From: Lydia Chang, English 301 99C student lydia841001@gmail.com

To: Dr. Erika Paterson, English Professor Erika.Paterson@ubc.ca

Date: January 16th, 2017

Subject: Attachment of Application Letter for English 301 Professional Writing Team

Dear Dr. Erika Paterson,

In response to the English 301 Professional Writing Team posting, I have included and attached an Application Letter on my UBC student blog. You may find the letter through the following link: <https://blogs.ubc.ca/lydiachang/> or see the attached Word file copied to this memo.

The attached application letter summarizes the points below:

* Self-Introduction: a brief introduction of myself with my learning philosophy.
* My purpose in writing the application letter: My hope and excitement to join and contribute to a Professional Writing Team in the English 301 course.
* My related qualifications to the posting: my Co-op work experiences and learning points, my academic studies, and my personal qualities and relevant writing skills
* Ways to follow-up: UBC 301 Facebook page, my student blog linked to the letter, and my email

Your help and advice are greatly appreciated. I look forward to the semester ahead!

Thank you,

Lydia