September 19,2015

English 301 classmate

UBC

Vancouver, BC

Dear English 301 classmates,

Please accept this letter as an official application to for your ENGL 301 professional writing team for this term. I am a fifth year Computer Science student at the University of British Columbia working towards a Bachelor of Science Degree.

In the last few years, I was enrolled in UBC’s Computer Science Co-op program. While in the program I was given the opportunity to work with different companies in a professional environment for about two years. Through the job searching process, I have learned and acquired skills in writing cover letters and formatting my resume to attract potential employers. I have worked both as a Software Tester and Developer. In both positions it was necessary to communicate effectively with the respective teams through email and instant messaging applications. I was also responsible for writing documentation to things such as new test cases for an out-dated test plan and a new API that was implemented by me for other developers to use. I was also required by the Co-op program to write a formal ten page report at the end of each term about the job experience for which I was given good feedback.

At school, many of my courses involve group projects that require us to work well together as a team. I have worked on these projects with people I know and those who I am not familiar with. I have learned to be a team player and be able to carry my own weight as well as help others in their need. In addition to my regular courses, I have also worked as a teaching assistant at UBC. I was able to effectively present my solution to tutorial problems and assist the students in completing difficult assignments and practice exam questions. However, because of the scientific nature of my degree, I have not dabbled much in writing during my stay at UBC. I am dedicated to take this course and improve my skills in this area by the time of graduation.

I feel this is a great opportunity for me to improve my knowledge of technical while bringing a hardworking and positive attitude to assist the writing team. I am looking forward to hearing from your writing team. Please contact me at lukezhang1062@gmail.com. Thank you for taking the time to consider my application.

Yours Sincerely,

Luke Zhang

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