2329 West Mall

Vancouver, BC V6T 1Z4

May 22, 2017

ENGL 301 Class

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Dear ENGL 301 Classmates:

Please consider my application for a position in your professional writing team as advertised on our course webpage. I am currently a 4th student at the University of British Columbia and I will be graduating this December with a Bachelor’s of Science in Computer Science. Our professor, Erika Paterson, encouraged me to apply for this position to be in a team along with three other English 301 Students.

Last year I completed an 8-month co-op work term at a software development company that I will be working at full time after I graduate. I have real-word experience using various technical communications like email and memos within a workplace environment. I also have had the opportunity to communicate with co-workers from around the globe where we connected through the company’s project management software. One of my main responsibilities involved creating reports to represent data we collected in a way that could be understood by people both inside and outside of our team. To accomplish that, I had to effectively use a lot of graphs, tables and visuals to help everyone understand the main points clearly and quickly. I also wrote several pieces of documentation that were later used as reference for people who entered the team after me.

My biggest strengths are that I am organized and time-conscious. I am also reliable as I will always make sure that the work I am responsible for is done on time and to the best of my ability. I enjoy working in a team as I find being able to discuss ideas and trade opinions helps to create better pieces of work. However, sometimes I struggle being able to convey my thoughts in a way that is concise and easy for people to understand.

I believe I can improve upon that weakness through more practice, which is the center of my learning philosophy. Practicing and using the concepts you are learning about hands-on really helps to gain a better understanding and to cement the knowledge within your mind. This is better than just memorizing the information because when you come across a different situation, you can better apply the skills that you fully understand instead of just regurgitating information.

Thank you for considering me as a potential team member in your professional writing team. I am confident that I have the skills and experience that will allow me to be an asset to the team and I look forward to hearing from you. You can reach me at any time through my email, [tamaki.marissa@gmail.com](mailto:tamaki.marissa@gmail.com) or through the ENGL 301 Facebook Page.

Sincerely,

Marissa Tamaki