May 20, 2020

English 301 Students

University of British Columbia, Vancouver, BC

Dear fellow classmates,

I am writing to you today to express my interest in joining a professional writing team for the duration of the semester. I’d like to take a moment to tell you about myself, about my own writing style, and why I believe I’d be a good team member.

My time as an undergraduate at UBC has been filled with valuable academic and professional experience. Through my major of philosophy, I have been challenged to develop exceptional reading and writing skills. Philosophy is both a reading and writing intensive degree, fostering the kind of environment for these skills to develop. Furthermore, I have held three summer internships at a large Canadian Chartered Bank (CIBC) which has given me first-hand experience of the corporate world. I have already had the responsibility of writing professional emails and I can therefore provide some insight into the nuances of professional communication.

My greatest strength in writing is an ability to get the point across in a clear and concise manner. In other words, I am careful of the words I write in an effort to avoid hard-to-follow sentences. I believe that a sign of a good writer is one who can disseminate difficult information into easily readable sentences. In terms of weaknesses, however, I have noticed that the structure of my writing is not always perfect. For example, I struggle with transitioning from one point to the next, and this can sometimes confuse readers. Although I am able to write clear sentences, it is not always obvious how they relate to one another. I hope to improve upon this over the course of the semester.

I am interested in being a part of a writing team because I believe that the presence of different writing styles will help to improve my own writing. In my opinion, the best way to learn is through the feedback of others and I would therefore thrive in an environment where people are willing to offer their criticisms.

With that being said, if you are interested in forming and/or joining a team with me, please do not hesitate to email me at [mforan@alumni.ubc.ca](mailto:mforan@alumni.ubc.ca). I look forward to the semester ahead.

Regards,

Max Foran