English 301

University of British Columbia

2329 West Mall

Vancouver, BC

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Dear Fellow Students of ENGL 301:

SUBJECT: Letter of Application in Search of a Professional Writing Team within ENGL 301

In my past experience as an Outreach Coordinator, Veterinary Clinic Assistant and Receptionist, I may fulfill the requirements for a position within your professional writing team. With many transferable skills that I have obtained through my university studies in the program of Applied Animal Biology, I believe I am the appropriate candidate for your team.

My experience includes, but is not limited to, communication with sponsors and potential sponsor partners through emails and letters, summarizing complaints regarding various patients’ conditions, and explaining treatment procedures to clients through effective oral and written communication. In addition, I am experienced in writing scientific papers through my academic path, which requires high attention to detail, precise and effective phrasing, and strict formatting of APA or other citation styles.

In all of my positions, I have been working and learning under pressure while meeting multiple simultaneous deadlines. It is through these opportunities that I believe I have been able to excel in time management and in producing writings that are precise and audience-appropriate. Moreover, I have learned the importance of teamwork and I am a reliable partner who is willing to work together as a team to reach common goals. I place heavy emphasis on the quality, rather than the quantity, of the work being submitted.

I would say that my weaknesses are being a perfectionist as well as having learned English as a second language. However, my learning philosophy is to engage in lifelong learning through every opportunity that is presented to me, and to utilize my skills and knowledge in a meaningful way.

If you share the same work ethics and feel that I could make a significant contribution to your group, please do not hesitate to contact me at lu.melodie@gmail.com.

I would be honoured to answer any questions you may have and thank you for your consideration.

Sincerely,

Melodie Lu