May 23rd, 2017

To Whom it may concern,

Are you looking for a team mate for the professional writing group? I am a fourth year student in the Combined Major program for Atmospheric Sciences and Computer Science and I am interested in joining a writing group. I believe my experience in writing formal reports as a co-op student and in taking group-based courses make me a qualified candidate and competent team mate. As a part of my co-op work term at the UBC Weather Forecast Research Team, I have composed technical reports to both professional and general audiences. In particular, the nature of scientific findings have taught me how to use graph and figures effectively when conveying information.

Regarding work ethics and aptitude, I would identify myself as a diligent and disciplined learner. I am cautious about change, which can be a weakness at times. As well, I am currently on a work term so I am available to work on this course in the afternoon. I am aware of my weaknesses and will make sure I put in extra effort to address them.

Being a computer science student, I have taken a number of courses that involve group collaboration. Based on my previous experience, I value the importance of team members being responsive to one another. This is especially critical for a distance education course. Plus, finishing work as early as possible has been a strategy that had led to success in the past.

I am looking forward to what is ahead. If you are interested in collaborating, feel free to send me an email.

Sincerely,

Matthew Y.S. Fung

[matthewfung@live.ca](mailto:matthewfung@live.ca)