6968 198 B street

Langley, BC V2Y 3B4

September 18, 2020

ENGL 301 colleagues (online)

2329 West Mall

Vancouver, BC V6T 1Z4

Dear course colleagues of ENGL 301,

I am writing to express my interest to become a potential member of your professional writing team. I am currently a fourth year student completing a Biology degree at the University of British Columbia.

Previously, I have worked as an English instructor for an international summer program. Every week, from 20 samples of student essays, I would have one day to design a week’s worth of course content tailored to suit their interest, as well as improve their English for this particular cohort. I would then send a brief summary, as well as an in-depth description of my lectures to the academic manager for approval. Often, I would collaborate with the teaching team to communicate any problems with the class dynamic. In an effort to create a fun and educational environment, I would ask my students after every class for their feedback and modify my lessons to meet their criteria. Through this experience, I became accustomed to working under tight deadlines and greatly improved my communication and collaborative skills. As a team player I am receptive to all feedback or criticism and adapt to what changes need to be met.

As a science student, my classes have equipped me with a valuable skill set in critically reading, analyzing and writing research papers. In this process, I have peer edited and translated scientific language into a paper that is accessible, but professional for the general public to read. As such, I grew to understand the paramount importance of effective communication, professional wording and style of presentation. While thinking of what to write comes relatively quickly in academic writing, it is more difficult for me in technical writing. I often worry my style of writing may come across as impolite, too casual, or contain too much information. Therefore, I hope to gain more confidence in technical writing and better understand the appropriate language usage directed for the intended reader.

If my writing experiences benefit your team, please feel welcome to contact me via email at yung.99@alumni.ubc.ca.

Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,

Mila Tung