1234 Cloudy Street

Raincouver, BC V3B 6M8

January 18, 2022

English 301 Writers

UBC Blogs

Dear English 301 Writers:

Please consider my application to be in your team as a professional writer in this semester of 2022 Spring. Dr. Erika Paterson, our technical writing professor, encouraged me to form a team of four with professional interests and skills that complement my own. My academic achievements, professional interests, volunteer experiences, and writing skills prepare me as an excellent candidate.

A graduate of SFU’s Bachelor of Business Administration with a concentration in Finance, I completed my first degree with President and Dean’s Honour Roll in 2020 Spring. I enjoy topics related to finance, risk management, software engineering, and web development. After graduating from SFU and working for two years as a bookkeeper at Mitchell Island Terminal Ltd, where I kept an accurate record of the company’s financial status, I realized my knowledge of computer technologies was still lacking, so I decided to return to school. Currently, I am a first-year student at the Department of Computer Science at UBC. In terms of volunteer activities, I worked as an operation assistant for Canadian Students Assistance Association in 2016 and a helper at S.U.C.C.E.S.S. in 2015. In both roles I corresponded with coworkers over various events and communicated with different community leaders regarding sponsorship. Here are my strengths and weaknesses when it comes to writing skills and work habits:

Strengths

* My writing is organized, coherent and well-transitioned
* I like to work early in the week, stay on schedule, and avoid last-minute submissions

Weaknesses

* I have typos and occasional grammar mistakes
* I am not always attentive to details (e.g., formats) and my work may have loose ends

I believe in self-directed learning as much as collaborative work. Please email me at msa176@students.cs.ubc.ca if you would like me to be a part of your team.

Sincerely,

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