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Department of English

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Dear English 301 class,

I am writing to express my interest for the position of a professional writing team member as posted on the English 301 blog. I am currently a fourth year Bachelor of Computer Science (BCS) student at UBC. BCS is an accelerated computer science program for students who have a previous degree. I completed a Bachelor of Science in life science and earth science at UBC.

From January to August of this year, I worked as a software engineer intern at a local company called [Collabware](http://www.collabware.com/Pages/default.aspx). My duties included making applications for internal and external use. For example, one of my projects was to automate content creation within three weeks for the 2010 version of [SharePoint](https://products.office.com/en-ca/SharePoint/sharepoint-2013-overview-collaboration-software-features). However, I exceeded my manager’s expectations by making the project compatible in both the 2010 and 2013 versions in the required time period. This shows that I am a fast learner and willing to accept challenges. I have also become more detail-oriented because when the code I write is not working as expected, I carefully look through many lines of code to find the mistake.

In the process of searching for an internship, I completed five applications a week. Each application consisted of a customized cover letter and resume written persuasively to attract the attention of potential employers. While working, I wrote email messages and memos frequently to update fellow co-workers on the progress of my work. I also wrote comments and instructions for the projects I completed. I took into consideration the audience I was writing for as the majority of the people reading the instructions do not have a technical background. I wrote short and clear comments frequently in my code to enable any developer to quickly understand my work and easily make changes in the future. My experiences in writing can be used to enhance the job application package and report that we will complete in this course.

I believe effective learning should be cooperative and active. One of the reasons I chose to study computer science is because the courses are more hands-on and we get to apply the knowledge that is taught in class. I am open to constructive criticism because I believe in order to improve our communication and writing skills we must consider the opinions of others.

I believe my work habits and previous experiences will make me a positive addition to your team. Please contact me at miss.lisa19@alumni.ubc.ca if you are interested in working with me.

Sincerely,

Lisa Wong