14917 95 Ave

Surrey, BC V3R 7W4

May 22nd, 2020

ENGL 301 98A Students

2329 West Mall

Vancouver, BC, V6T 1Z4

Dear Classmates:

I am excited to be taking ENGL 301 with you this summer and am writing this application in hopes of being considered for your technical writing team. I am going into my last year as a Kinesiology student and am motivated to work hard for myself and my teammates. Below, I go over some of the things I may lack but also the strengths I believe I have to offer as a team member.

My classes here at UBC have offered little in terms of professional or technical writing. Apart from communication with professors, I have not learned or practiced much that would be relevant towards ENGL 301. With that said, I believe my strengths come from my workplace experiences rather than formal writing skills. For example, my most recent position has my coworkers and managers located all over, which means lots of e-mails being written to give updates, send results, provide information, or to ask questions. Through these interactions, I have seen the format, tone, and style used by other employees and have integrated that into my own communication. While far from perfect, I believe I have a good foundation to improve on. Additionally, all the jobs and volunteer positions I have had, working as a sales associate, activity coach, or rehab assistant, have involved lots of professional interactions with customers, coworkers, and managers. Although this is mostly verbal, I believe there are skills that can be carried over to the written communication we are working on in ENGL 301.

As for my learning philosophy, I enjoy asking lots of questions, but particularly in person rather than through email or on discussion boards. I think the knowledge and experience I have gained by asking questions of colleagues in clinics or hospitals, or talking to a professor after lecture has been as equally valuable as my university education.

If you think I’d make a good team member and are interested in forming a team please contact me at money\_sd@hotmail.com. Thank you for taking your time to read my application.

Sincerely,

Money Dhaliwal