1234 Avondale Street

Coquitlam, B.C., V3B1G3

Sept 13, 2016

301 Technical Writing Class

University of British Columbia

2329 West Mall

Vancouver, B.C. V6T1Z4

Dear 301 Technical Writing Class,

I would like to apply for the position of a professional writing team member for the 301 Technical Writing Class at the University of British Columbia, which was advertised on the English 301 Technical Writing course website. I am a Bachelor of Computer Science Second Degree (BCS) student at University of British Columbia with a previous Bachelor’s Degree in Psychology.

Having worked for over four years at Rogers Communications (Fido Solutions) as a wireless sales representative, I developed a strong interest in how mobile phone applications work and the peoples’ interaction with them. I aim to specialize in user experience of technology, artificial intelligence, and machine learning.

Over the years at Fido, I developed my skills as a team player and effective communicator. I am involved in communicating within the team and with other departments to solve customer issues. Also, I ensure that the products, services, and contracts are communicated properly to customers through many channels (i.e. In person, over the phone, and email). My manager quickly recognized my accountability and work dedication, as I was promoted to key holder status within three months of employment. Although I am striving to be more efficient in completing my work, the extra time that I invest enables me to be thorough and meticulous with the work quality.

I believe the goal of learning is to develop one’s understanding of their world and, through teamwork, exchange that knowledge with others. Learning allows us to join the conversation and, with our combined minds, we can all contribute to a better world. The English 301 writing team would provide me the platform to fulfill my learning philosophy.

I would like the opportunity to meet you to further share how I will be a great fit for your writing team. I can be reached anytime by email (nataliehyn22@gmail.com).

Best Regards,

Natalie Ngan