6040 Iona Drive

Vancouver, BC V6T2E8

23 May 2017

English 301 Students

Department of English, University of British Columbia

1866 East Mall

Vancouver, BC V6T1Z1

*Re: Team Member Opportunity*

I am writing to introduce myself and to put my name forward as a Technical Writing team member. The call for team members was posted by Dr. Erika Paterson on the ENGL 301 Assignment page.

My experiences as a certified athletic therapist, a registered orthopaedic technologist, and a health unit coordinator –a career in health care that to date has included fourteen years’ experience in emergency departments and over twenty in various aspects of pre-hospital care -- have allowed me to develop strategies for communicating information effectively, honestly, and tactfully. The additional expectation to produce meaningful and accurate written documents quickly and efficiently has enhanced my ability to be an effective and productive member of a team that will create the written documents required as part of the Technical Writing course experience.

Furthermore, my involvement with sports teams – as part of the sports teams themselves and as part of the interdisciplinary sports medicine teams that support the sports teams – has given me the wherewithal to optimize team function and maximize team results in many different situations, both as a leader and as a team member. This combination, when added to my other experiences and education, will make me a valuable member of any Technical Writing team.

I am very excited about the opportunity to work with you all. I can be reached most easily through the Technical Writing Facebook page or through e-mail. (owenpicton@hotmail.com).

I thank you for your time and effort spent considering my application, and I look forward to hearing from and working with you.

Sincerely,

Owen Picton