408 West 39th Avenue

Vancouver, BC, V5Y 2P7

ENGL 301 99A – Technical Writing  
University of British Columbia  
2329 West Mall  
Vancouver, B.C. V6T 1Z4

September 18, 2020

Dear fellow ENGL 301 99A students:

Please consider my application to be a member of your professional writing team for the term, as posted on the ENGL 301 Technical Writing Blog. I have a Bachelor of Science in Biology from UBC and will graduate UBC in May 2022 with a Bachelor of Computer Science.

As a student at UBC for over five years, I have attended many lectures and worked on many group assignments. Specifically, as a past biology student, I know the importance of communicating precise and to the point information both through words and figures. I have also led and cooperatively written many group papers and presentations for laboratory classes. I have also had much practice peer-reviewing many of my colleague’s papers over the years as well as technically communicating with supervisors, TAs and professors. With my experience over the years, I have garnered the skills to work with all sorts of people and to be a productive and active team member.

Furthermore, as a high-school science and English tutor, I am well-versed in reading many documents at once while at the same time paying attention to minute details and errors. This experience has also given me lots of practice at giving sufficient feedback that is not only constructive, but also specific.

As a dedicated student, I acknowledge that every student has a tightly packed schedule. My experience as a tutor and student has prepared me to work efficiently by not procrastinating and supplying feedback on a timely basis as well as answer any questions my colleagues might pose.

If you are looking for a reliable and consistent person to be a part of your professional writing team, please don’t hesitate to email me at [phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com).

Sincerely,

A close up of a logo

Description automatically generated

Phoebe Wu