September 17, 2019

Technical Writing English 301

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear English 301 Classmates:

Kindly consider my application for becoming part of your technical writing team. Currently an unclassified 5th year student with a deep interest in learning ways about technical writing and its relation to better communication. Being part of your writing team will not only ensure our mutual improvement in technical writing skills, but also personal growth in terms of 360 degree feedbacks.

My writing strength is in using precise and concise language. Living in a world of information overflow means that general attention span is now down to 8 seconds. Therefore, it is crucial to capture the reader’s attention by strategizing content. I have amble practice in writing emails that is aimed to get the point across to get the job done. In addition, I also have experience with writing analytical reports for case studies and providing detailed contents when further explanation is required by the audience.

I believe I would be a strong asset to your team as one of the writing partners. Apart from writing, I have strong teamwork, interpersonal skills and professionalism. I am also competent in meeting deadlines through prioritizing tasks.

Thank you for your consideration and looking forward to hearing back from you as part of your writing team. Please kindly contact via the following email address: precilla.huang@ubc.ca.

Sincerely,



Precilla Huang