1234 West 28th Avenue

Vancouver, BC V6H 3L6

September 19, 2021

Student of ENGL 301

University of British Columbia

Vancouver, BC V6T 1Z4

Dear class of English 301,

One of the requirements of English 301 is to form a writing team of four in order to work collaboratively throughout the semester. As someone who has professional experience in technical writing, I believe I would make an excellent addition to a writing team.

During my co-op at YouCount Inc., I helped develop a medical device. I was tasked with writing documentation for standard operating procedures, numerous emails to organize laboratory testing, and a formal report to summarize research on similar medical devices. I had to submit numerous scientific reports throughout my previous biochemistry degree at the University of Victoria. The fact that I graduated with distinction is evidence that I am adept at writing them.

Since I am a BCS student, I have an interest in computer science. Furthermore, as a BSc biochemistry graduate, I love biochemistry, the fields that relate, and science in general. I find the intersection of biochemistry and computer science even more fascinating since it combines two of my passions. I would be overjoyed to partner with students that have the same passions.

My work ethic when writing tends to be slow and steady. It takes me a while to develop my ideas, but I make up for this by ending with much better writing. Hence, I tend to be a perfectionist. Additionally, I am a team-member that always makes a commitment to good communication since I know first hand how difficult it can be to complete work in a group with poor communication.

Please email me at ptellier@student.ubc.ca if you would like to form a writing team that includes me.

Sincerely,



Phillip Tellier