19 Gaslight Way

Russell, Ont K4R 0A7

May 22, 2017

301 Technical Writing Class

Summer students

University of British Columbia

Vancouver, BC V6T 1Z4

Dear English 301 students:

Please consider my application as a professional writing team member for the duration of our summer technical writing class, as advertised in September, 2014 via the English 301 Arts website. I will graduate from the University of British Columbia (UBC) in the spring of 2019 with a Bachelor of Science degree in Dental Hygiene. Professor Erika Paterson, my technical writing instructor, encouraged me to apply for a position as a team member with three other English 301 students.

I graduated with honours from the Canadian National Institute of Health in 2010. Previously, I worked as a veterinary assistant in a busy 24-hour emergency clinic. I am currently furthering my education by doing part-time studies with UBC since September, 2014. Throughout my studies I have been able to balance school requirements, a professional full time clinical career, as well as my personal and family life. I have been an enthusiastic and active member of many teams from other courses, working collaboratively on projects through technological resources such as: Google Docs, email, text and the UBC wiki page. My previous experience of blogging while working as a part of a Health Canada dental team in Canada’s remote Arctic communities, will be an asset to any writing team.

As I am located in Ottawa and work 12 hour days, 3 days a week, I am not as readily available for coursework Monday through Wednesday. The time change can also be a challenge while working with students in BC, however, I have always managed with my other teams.

I have been recognized for my ability to develop and maintain professional relationships with colleagues and other classmates. I enjoy university studies and working collaboratively with other hardworking teammates. My learning philosophy is that hard work, being organized and having a positive attitude will make any class a valuable learning experience.

Thank you in advance for your consideration and I am confident that my academic and professional experiences make me a strong candidate for your technical writing team and I look forward to hearing from you. Please contact me, anytime, through email at bec.stacey@gmail.com, or by the English 301 Facebook page.

Sincerely

Rebecca Coleman, RDH

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