Rob Trigo

666 Cool Kids Drive,

Beverly Hills, California

90210

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ENGL 301: Technical Writing

The University of British Columbia

2329 West Mall

Vancouver, BC

Canada V6T 1Z4

Dear Classmates,

We know we’re committing to this course because we understand the importance of learning, if not mastering, its material. One day, we’ll have employers to apply to, sales to close, ideas to support, and more. You have your individual reasons why you want to excel at this course. I can gladly help you with those as a member of your group. My get-it-done work ethic and adept, direct, persuasive writing style will be a great advantage for you.

In terms of group work, we’ll surely be a great fit. I’m an early initiator, a meticulate deadline finisher, and a consistent, timely producer. As a student and professional, I’ve joined numerous teams resulting in prosperous camaraderie. I’m also highly organized with a precise sense of detail; i often like to work with a clear set of criteria, guidelines, checklists, and benchmarks.

As a graduating student, I’ve written many essays, term papers, exams, and other academic works. Thus, my experience in academic writing will surely aid you.

As a self-publishing author and content writer with countless projects, you’ll benefit from my written communication skills. I believe it’s crucial to report information in a clear manner, especially when dealing with technologically complex issues or critically sensitive material.

I also manage and lead an online staff team plus a handful of subcontractors. They support my online businesses through social media support, product promotion, and more. I frequently communicate with them in a clear, direct, and precise manner.

I was also a marketing specialist for an industrial company. I’ve often communicated, executed, and supported my ideas during my employment period.

If you’re interested in collaborating together, please contact me at your earliest convenience. Thank you for your consideration. I wish you the best of luck with the course. I look forward to working with you.

With sincere regards,

Rob Trigo