May 29, 2022

301 Technical Writing Class

Dear 301 Technical Writing Class:

Please consider my application for the position as a professional member of the 301 Technical Writing team, as advertised in September 2020 on the UBC 301 Technical Writing Blog. At the end of this summer, I will complete my technical writing program at the University of British Colombia. I have already graduated from Canadore college’s dental hygiene program with a decade of dedication.

As a dental hygienist, technical writing is part of my daily practice by completing chart notes, impromptu memos to dentists and colleagues, letter’s to interprofessional teams on the collaboration of clients, and creating programs for individual and group learning. These varieties of professional writing styles accompany my volunteer experience as a member of the Rotaract club. At Rotaract, writing technical letters to companies for donations and taking minutes in meetings was standard and will facilitate my flexibility in various technical writing formats that your team may require.

I am a hard worker who continually strives to learn new things by taking action, working either independently or cohesively alongside others, as I have done professionally and through volunteering. Although I have not officially worked as a technical writer, I believe my unique experiences will allow me to engage audiences and illuminate them with my writing perspective. My work ethic and professional training propel me to strive for the highest standards.

If you feel my unique writing perspective and ability to work well independently and in groups would be an asset to your technical writing team, please feel free to contact me on weekdays after 4:00 pm at (606) 705-2022.

Sincerely,

Samantha Teeple

Samantha Teeple