Dear English 301 Students,

Please consider my application to be a member of your professional writing team, as described on the English 301 course website. I am in the fourth year of my Bachelor of Science in Physics and will graduate in May.

My areas of interests within the Physics discipline are Computational and Medical Physics. After I graduate, I plan on applying to the two-year Computer Science degree offered at UBC. However, from September 2015 until August 2016 I worked full time at a retail store. I gained experience in several positions including: DSD processer, claims associate, invoicing and personnel. It was necessary for me to produce paperwork that was accurate and professional. I am now considering applying for management positions within that company after I graduate.

In my third year at UBC, I was VP Academic of the Undergraduate Physics Society and I am currently Graduation Representative. In both positions I have had to meet deadlines and communicate with peers, professors, and professionals outside of UBC. As VP Academic, I wrote a transition document that needed to include clear and detailed instructions that could be used by people unfamiliar with the position.

A learning technique I find useful is that to understand a concept, you must first break it down in to its components. You must spend time learning each part by itself. Then by combining these pieces of knowledge, you can grasp the complete concept. This belief has helped me throughout my time at UBC, both in my physics and elective courses.

Throughout my Physics degree I have written many lab reports and research papers. I am proficient at writing reports with emphasis on details and clear instructions. I am originally from England, so my choice of words and spelling can differ from North American. In Zoological Physics, I was a member of a team that produced a project which included a formal paper. During this project, I worked individually, collaboratively with the group, and edited other members’ writing. I work mainly during evenings or at night, but will answer correspondence at any time of the day.

If you are interested in me as a member of your writing team, you can contact me through email at sarahparrysp@gmail.com

Sincerely,

Sarah Parry