Application Letter

2820 W, 11th Ave

Vancouver, BC

English 301: Technical Writing

University of British Columbia

2329 West Mall Rd

Vancouver, BC

Dear Future Teammates:

Please consider my application for membership in your professional writing team in Our English 310 technical writing course. I am a 5th year undergraduate in the faculty of arts, and am in the process of completing my last 6 credits to complete a double-major in History and Classical Studies. I have been employed with a major telecommunications company for the past 10 years, and I am now beginning to explore ways to advance my career within that company. My goal in taking this course is to fine-tune my workplace writing skills and improve my professional communication style.

I have had many years of writing experience, although that consists of writing reports and papers to the specific requirements of the Faculty of Arts here at UBC. My writing style is generally fluid, but I do have a tendency to turn to grandiose words in order to emphasize my point, as is the accepted practice in academic writing in the arts. I hope that this course will allow me to channel my advanced writing capabilities, creating a more concise, business appropriate writing style.

I do bring a clear and concise writing style, and generally have no issue conveying my desired point. I am a hard worker who enjoys the challenge of staying ahead of the often- grueling requirements of an academic schedule. My time management skills are strong, and I take pride in gaining a full understanding of all subject matter presented to me. I will not shy away from a leadership role, although I am equally happy to be an active contributor in any group activities that are presented to us.

I want to thank you for considering my application, and look forward to many fruitful collaborations in the future. I can always be reached via email at sean.sturm.ubc@gmail.com

Sincerely,

Sean Sturm