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Changsha, China

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ENGL 301 99A – Technical Writing  
University of British Columbia  
2329 West Mall  
Vancouver, B.C. V6T 1Z4

Dear fellow ENGL 301 99A classmates:

I am Shuge and I am writing to apply for the position of the candidate for your writing team this term. I am a graduate of Anhui University located in China with a bachelor's in Chinese Language and Literature. In June, the University of British Columbia offered me a position in the BCS program which provides a platform for students with diverse educational backgrounds to find their interests in the field of computer science and boost their career life in the tech industry.

As a student of Chinese Language and Literature, I had the experience of mentoring students of all ages and sorting out problems relating to different cultural backgrounds. Past teaching shows me the importance of communicating precisely with patients. Although creative writing and literary critics are my strengths, I have been practicing procedural writing with letters, reports in professional settings for the last year. Over the creative course I took at the University of Edinburgh, I managed to work with my teammates to deliver a practical solution for Zero Waste Scotland, the process of which required verbal and written communication in all forms.

I am also experienced in conducting fieldwork and interviews in the rural area. In fieldwork, I learned the way to communicate with those who share different values through life experience. Being open-minded to understand from their perspective refined my work ethic. Sometimes there could be misunderstand happened specifically when talking to short-tempered elderly people. They are listening to assess how receptive I am to their point of view and I need to concede there are other views different from my own. I believe that regardless of where are they come from, there is always something new I can learn from them or the reflection of society.

In closing, I admit that I may not be as good as a native speaker, but I will try my best to fit in and learn from you. I am looking forward to gaining better writing skills with you and please email me at [shuge@student.ubc.ca](mailto:shuge@student.ubc.ca).

Kind regards,

Shuge