xxxx xxxx Thunderbird Crescent  
Vancouver, BC V6T 2G9

May 23, 2017

301 Technical Writing Class  
Summer Class Students  
University of British Columbia  
Vancouver, BC V6T 1Z4

Dear ENG301 classmates,

Do you need a reliable, proactive and efficient communicator on your team? As a current graduate student in *Landscape Architecture*, I believe my coursework in analysis survey and research, visual design, and technical communication combined with four internships and one social investigation award make me an excellent fit for your writing team.

Through internships with two urban planning firms and two landscape firms, I was responsible for presenting our work in front of the developers and translating documents from Mandarin to English. Also, as a junior designer in the workplace, I worked hard and patiently and managed to receive a job offer in Beilinyuan Urban Design and Landscape Architecture Associates before my internship ended.

Apart from the research experiences gained in coursework, I also led a team in the social investigation competition regarding *Uses and Quality of Sharing Space on Campus*, in which we won the 2nd prize. As a team leader, I was responsible for conducting a survey, constructing a report, and presenting the final report.

If you have an opening on your team and you feel that I could make worthwhile contributions to your team, you are more than welcome to visit my blog and message me.

Sincerely,

Shunjie Huang

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