September 20, 2021

Department of English Language and Literatures

Vancouver Campus

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Vancouver, BC Canada

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Subject: Letter of Application for Writing Teams

Dear Prospective Group Members,

I believe I will be a valuable asset for your writing team. I am a Creative Writing student who has written over 100 pages of material. Furthermore, I have developed technical communication skills during my time as CWSA Secretary. Below I will outline my experience in further detail.

 As Secretary I was responsible for creating comprehensive meeting minutes. Last year the CWSA board decided to revise their constitution. This required close listening skills and taught me how to take efficient notes. I used *Robert’s Rules of Order* to ensure the meetings were conducted in a professional manner. All meeting minutes were presented to the CWSA chair. My time as CWSA Secretary allowed me to develop valuable writing skills such as clarity and precision.

I know it is imperative to be punctual and studious in both school and work. This will allow us to work collaboratively as a team. I completed three UBC distance education courses before the pandemic. I know to check my email consistently and read online modules. My internet savvy will be an asset for the team when completing assignments.

I learn by asking a lot of questions. It is important to clarify information with others in order to verify if they understood. In my experience miscommunication creates confusion in group settings. I also like to do extensive research on topics that interest me. I believe I must learn the facts before forming an opinion on a particular topic.

If you are interested in recruit me to your team, feel free to contact me by email at sidney@ssidney.com.

My Best Regards,

Sidney Singh