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May 30, 2022

Class of ENGL 301

University of British Columbia

2329 West Mall

Vancouver, BC, V6T 1Z4

Dear Students of ENGL 301,

Please accept this letter as an indication of interest in joining your writing team for the summer 2022 semester. I am a motivated Civil Engineering student interested in technical writing. I aspire to work with a writing group of like-minded individuals who value collaboration. My interpersonal skills and supportive attitude will make me an excellent addition to your ENGL 301 writing team.

Before enrolling in a civil engineering program, I worked as a professional cook in fine dining. While working at Restaurant Montréal Plaza as Chef de Partie, I developed excellent interpersonal skills by working with people from various professional backgrounds. While in this role, I managed a small team, which required me to adapt quickly to new challenges and communicate effectively. My attention to detail, strong work ethic, and ability to collaborate well with others will be a positive addition to your writing team.

My academic experience has provided me with a solid technical foundation to complement my professional skills. During my studies, I have developed technical writing capabilities demonstrated by my academic success in communication classes and lab reports. Moreover, my work as an undergraduate research assistant has improved my technical writing skills. Since beginning this position, I have had the opportunity to author and present a conference paper on a novel green mortar using waste materials. As the first author of a paper, I learned to communicate technical information and improved my editing capabilities.

I am confident that my previous professional and academic experience will make me an excellent addition to your writing team. In addition, my interpersonal skills, willingness to learn, and strong work ethic will contribute to a positive group dynamic. While taking this class, I hope to improve my grammar and ability to write clearly. I look forward to working alongside individuals who value collaborative feedback and have a positive attitude. Please feel free to contact me via email to discuss forming a writing team for ENGL 301.

All the Best,

Samantha