42 Wallaby Way

Sydney, Australia

May 21st, 2020

Technical Writing Class

4 Privet Drive

Little Whinging, Surrey, U.K.

Attention: English 301 Students

Please accept this letter as application to be a member of your writing team. As a student in the Bachelor + Masters of Management program I believe I can bring a unique balance of creativity and professionalism to the group. As I am completing my undergraduate degree in Art History, I have extensive experience producing papers with strong arguments.

Having served as a student representative on the Policy Review Committee of the Office of the University Council, I have experience analyzing and revising professional documents. This past summer I worked as a Programming and Teaching Assistant at the museum in my hometown. I this position I gained skills in delivering information to different audiences including families, tourists, and my colleagues.

In my first year, I was part of the Arts One program where I really developed my skills as an academic writer. As a result, I feel that I can construct a well-crafted argument and effectively communicate evidence. However, I would say that my drive for perfection in my writing makes me a little slower to complete assignments. My approach to learning in this course will be very hands-on; I understand that practice really does encourage improvement and I appreciate detailed feedback.

As I anticipate the material in this course to be exceptionally helpful for my future professional, I will be taking the assignments and associated group work very seriously. I believe that my professional interests and previous experience make me an excellent candidate for your writing team. I would love to discuss this opportunity with you further and can be reached by e-mail at sydney.dunn@alumni.ubc.ca. I appreciate your time and consideration and I look forward to hearing from you soon.

Sincerely,

Sydney Dunn