Dear classmates of ENGL301,

An important requirement of the course objectives is to create a writing team of four for the duration of the semester in order to complete the writing assignments. This letter is an application for this professional writing team member position. I am in my 3rd year of the Bachelor of Business in Real Estate program, graduating in Spring of 2023.

I am a business manager who has been in an executive environment for over five years. My experience in this role has allowed me to learn how to productively work in teams and ensure every project is successfully completed at an exceptional level. During this time I have had the opportunity to grow my technical writing skills, some examples of my professional writing achievements are; a company Policies and Procedures Manual, email templates for our administrative team, update Real Estate contract clauses as well as reviewing these contracts to ensure they reflect the appropriate conditions of our clients.

As a Real Estate Business student, I have a strong interest in areas of personal professional development. The business world is competitive, having a skillset that allows you to be one step ahead of the game is a critical component to success. Key attributes I have grown during my studies are communication, organization, time management, creative thinking, detail-oriented and team player. These skills have proven to be invaluable in my professional work life, and I am actively expanding my skill set everyday.

The objectives of the Technical Writing course aligns with my goals of learning to be professionally distinguished in the business arena. I am excited to learn how to represent myself on a virtual platform, and I intend to polish my English structure as well as peer-editing skills. I am a full-time professional, although my availability is limited to a certain time-interval during the day, a writing team will allow me to focus on my time management, and virtual communication skills. I look forward to being a member of a team with different cultural and academic backgrounds, who are passionate about learning and self-development.

Thank you for your time and consideration, should I be considered a qualified candidate for this position or if you have any further questions please contact me at toman@student.ubc.ca.

Sincerely,

Tamara Oman