18A Willoughby Road

London, NW3 1SA

January 25th, 2016

Writing Team Partners

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear Potential Writing Team Partner,

Please consider my application for a position on your writing team that is required by the course: ENG 301 Technical Writing.

I believe that my professional experience at the Embassy of Canada, Washington D.C. places me in a unique position to contribute to your writing team. In this capacity, I managed the mission’s central communications product by consulting internal government stakeholders and issuing Canada’s position on high-profile bilateral issues to senior level representation across the U.S. Furthermore, I identified issues of importance and sent daily summaries of press coverage directly to Canada’s Ambassador to the United States of America. This opportunity allowed me to develop my research skills, brief writing competence, and gain an understanding of communications within traditional and non-traditional diplomacy.

My recent academic experience and editorial work has helped me to develop a skill set that I feel could be of interest to your writing team. Through my studies, I have acquired strong critical reading skills, analysis techniques, and an enthusiasm for research-intensive work. My published piece, found on UBC’s Journal of Political Studies, and my work as a contributing editor at The Envoy, an online international affairs op-ed platform, demonstrate my interest in and aptitude for relevant and concise prose.

I have a number of academic strengths that I feel set me apart. I take a mature approach to work and I am, therefore, a firm believer in rigorous attention to detail and setting achievable goals for myself. Patience, empathy, and teamwork are values and attributes that I value in others and myself. Due to my attitude to work, I struggle to delegate responsibilities to others and I can be uncompromising in reaching goals that I feel are achievable. As part of your team, however, this is an area that I would like to work on in my professional development.

Open-mindedness is a core component of my approach to learning, as I believe that a plurality of opinions can provide strong answers to difficult questions. Given the opportunity, I would be a dedicated asset to your team and I believe that I could make a worthwhile contribution to the various projects we need to accomplish. Should you find my application adequate, please contact me via e-mail at your convenience.

Sincerely,

James Watson