#3, 9131 Williams Road

Richmond, V7A 1G8

British Columbia, Canada

January 12, 2016

English 301

University of British Columbia

Vancouver, BC

Dear English 301 Teams:

Please consider my application to be part of your English 301 technical writing team, as advertised in your January 11th posting on the engl301.arts.ubc.ca blog posting. I am currently in my fourth and last year of my undergraduate, majoring in biology at the University of British Columbia (UBC).

My focus over the past 3 years in my undergraduate studies has been on the topic of animal physiology and neurobiology. In my field of study, we conducted a lot of research and analysis. After each set of studies, we would publish our findings in scientific literature and research papers. As a biologist, I was always train to write clearly, concisely and to avoid using informal language such as slang in my writing. The key to writing a good scientific article is to always incorporate references and cite them appropriately. I hope to bring these set of skills that I have accumulated over the past few years into your team.

Apart from studying, I also spend my time volunteering at the local UBC hospital in the department of neuro-immunology. My role not only requires me to work hand-in-hand with doctors in providing antibody testing for patients but also involves writing official correspondence to doctors in other provinces informing them of the test results of their patient’s blood sample. This experience coupled with the earlier scientific writing skills, has given me a clear and practical understanding of good communication techniques to ensure a smooth delivery of information.

Writing has never come easy for me. The result of today’s achievement has to do with the hours of hard work and commitment that I have put in over the years. However, because of the scientific nature of my degree, I am not much of an expert in the area of professional and technical writing. Through working with your writing team, I hope to strengthen and prefect my technical writing skills.

Should you have any questions, please contact me at (604) 728 8315 after 6:00p.m. daily or email me at gohtim@gmail.com.

Sincerely,

Timothy E. Goh