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February 3rd, 2022

English 301 99C  
The University of British Columbia  
2329 West Mall  
Vancouver, BC  
V6T 1Z4

Subject: Technical Writing Team

Dear ENGL 301 Classmates:

I am pleased to submit my application for your professional writing team this semester. I believe my strengths and experiences will be essential to the team.

Currently, I am studying Geographical Sciences at the University of British Columbia and expecting completion in May of this year. My time at the university has shaped me into a creative and interdisciplinary thinker. Furthermore, in the last three years, I've been working as a consultant for an engineering firm, Integral Group. My responsibilities in this role are building simulations using energy modeling software, gathering and interpreting data from drawings, project documentation, preparing energy-saving measures, and complying with building codes. Additionally, I've worked in the sustainability sector on LEED projects and life cycle assessments.

My duration at Integral Group has given me the ability to communicate my ideas in a clear and accessible manner to people of all backgrounds. My strengths lie in attention to detail, critical thinking, and organization. Some of my weaknesses include time management and a tendency to overload myself.

I look forward to bringing my innovative approach, enthusiasm for design, and effective teamwork to the team.

Please feel free to contact me at [thansy.student@ubc.ca](mailto:thansy.student@ubc.ca) for more information.

Best regards,  
Thansy Mahendran