May 25, 2021

ENGL 301

Re: Professional Writing Team

Dear classmates,

If you are searching for a capable, experienced writer, I believe I am an ideal candidate for your team. Thanks to my extensive experience with written and oral communication in different settings, I have the ability to write friendly, professional, and high-quality documents for a variety of purposes.

In my previous position as the Front Desk Assistant at the UBC Centre for Student Involvement & Careers, I learned how to address students’ concerns empathetically and professionally in person, over the phone, and by email. I received professional training in customer service, which taught me how to listen to a customer’s needs and craft an appropriate, professional response. I also drafted and presented a report on the learning outcomes of the Peer Programs, a group of student programs designed to foster leadership skills. Prior to that, I coordinated volunteers by email as the Education Assistant at the Nikkei National Museum & Cultural Centre. I also led tour groups through the museum exhibit, where I built confidence speaking in front of large groups of people.

I believe I am skilled at communicating clearly and concisely, as I have had a great deal of practice doing so. Since my previous positions have required me to speak to diverse groups of people, I believe I am good at knowing what tone and style of communication are appropriate in a given situation. With that said, my ability to communicate complex subjects clearly could be improved. My attention to detail could also use improvement, as sometimes I miss spelling and grammar errors. I learn best through self-reflection and, if appropriate, discussion with teammates. After a project, I find it valuable to reflect on what worked and what could use improvement.

I hope you will consider me for your writing team this semester. To reach me, please do not hesitate to email me at vikram.ghangurde98@gmail.com.

Sincerely,

Vikram Ghangurde