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Vancouver, BC A1B 2C3

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English 301 Technical Writing

University of British Columbia

Vancouver, BC V6T 1Z4

Dear fellow students of English 301 Technical Writing,

My name is William Clark. I am currently enrolled in my third year of a Political Science undergraduate degree at the University of British Columbia (UBC). I am extremely grateful for all that I learn at UBC, but I am particularly excited to expand my knowledge in the field of professional and technical writing with you all.

During my academic career, I developed an ability to write persuasively through the form of an essay or scientific report. This matured my writing skills, while my oral communication skills were developed outside of academia. While a high school senior, I volunteered as an inline hockey coach for youths, which showed me the importance of thorough communication. In the summer of 2016, I worked in the country of Portugal in the hospitality industry at a hostel. This sparked my interest in professional and technical writing, as it gave me an understanding of the importance of communication on a business level. I wrote e-mails to future guests, contributed to the hostel’s Facebook page, and was shown the importance of advertising.

As an avid reader, I am well aware of the detail and effort that can go into even a simple sentence. I found that my ability to write persuasively and confidently, while paying attention to detail, are considered my strengths in my writing. Despite my experience in the summer of 2016, I do not have much knowledge in professional and technical writing, as my career in academia has not expanded to the field of business.

My learning style is based off of organization and an interest in the subject matter. This stimulates a greater effort with more efficiency. I found that this can cause me to take a bit longer to understand the subject matter completely. However, with greater practice and effort, I believe this can be overcome.

Thank you for taking the time to consider my application. If you are interested in forming a writing group, please contact me at willieclark37@hotmail.com.

Sincerely,

William Clark