September 18, 2021

English 301: Technical Writing  
University of British Columbia  
2329 West Mall  
Vancouver, BC V6T 1Z4

Dear Colleagues of ENGL 301:

As a UBC computer science student studying technical writing, I am applying to become a member of your professional writing team and further develop my written communication skills.

I am inspired by the creativity in designing software that could aid in the well-being of individuals and this would require precise instructions in its creation. I have had the opportunity to develop my writing skills in the professional setting. Previously as a clinical researcher, I collaborated with members of the Research Ethics Board and with members of the Study Sponsor team via email to initiate the startup of a research trial. This was a crucial process in ensuring good clinical practice as researchers must follow the negotiated agreements to the highest standards and protect the safety of the participants. This has allowed me to contribute to the successful investigation on the epidemiology of a blood marker in patients with cardiovascular disease. I have also found pleasure in previous work that educated aging seniors through physical activity as to promote wellness in an independent lifestyle.

I am a passionate learner constantly looking to further my knowledge through self-directed learning. My curiosity and discipline have helped me learn new programming languages and understand their values in different applications. I appreciate that the learning process is one that takes a lot of time and devotion. I understand it as a process that requires constant practice which allows individuals to critique and refine their approaches in order to reach new goals.

Despite sometimes misunderstanding the subject at hand, I do my best to ask questions of clarification to improve on the clarity of my writing. The frequent exchange of conversation in my previous roles has helped in my development of efficient communication. I enjoy learning from peers while engaging in constructive discussions as technical writing is an important skill to become proficient in.

I appreciate your time and consideration. I am excited for this opportunity and look forward to further discussing the potential of working together via email at [jordanjz@student.ubc.ca](mailto:jordanjz@student.ubc.ca).

Sincerely,

Text, letter

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Jordan Zhao  
*Technical Writing 301/Sept 2021*