May 18, 2015
University of British Columbia
2329 West Mall
Vancouver, BC Canada
V6T 1Z4

English 301 Students
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Dear English 301 Students:

SUBJECT: In regards to becoming a professional writing team member

Please consider me as a team member for your group in the Technical Writing course. As a Health Science major student for 7 years as well as working as a professional for 5 years, my writing experiences include resumes, blogs, journal entries, essays, summaries and literature reviews. I wish to expand my knowledge in writing by learning additional types of writing skills with help from the experience of others as well as the learning objectives in this course.

As a practicing Dental Hygienist for 5 years and a student for 7 years I have continued to expand my knowledge while working. I enjoy working as a dental hygienist and gain professional satisfaction by achieving goals with clients’ oral health while keeping in mind of one’s overall health. My professional goals include helping people become more aware of their oral health and health as a whole by educating them whenever I can. I have taken continuing education courses regularly to keep my knowledge up to date. I have experienced a variety of clientele working as a dental hygienist, but most satisfying in an environment of low income clients whose oral health was not only a challenge by an achievement.

Currently, I am nearing the end of my Degree in Dental Hygiene where I have been able to continually expand my theory skills as well as writing skills. The courses in my program include philosophy, adult education, psychology, literature review, women studies, and health science courses. These courses have enhanced my writing skills with practice through essays, literature reviews, group reports and summaries, peer reviews, journal entries, editing assignments of peers and peer reviews. My strengths in writing are the ability to incorporate and organize tasks in an effortless manner, edit written work efficiently, create ideas and arguments to support my work, and apply critical thinking skills. My limits in writing include simplifying my sentences to be less wordy as well as proofreading my work to be more meticulous. I have been focusing on my limits and have noticed that taking the extra time shows quality in my work. My work habits involve taking a leadership role when necessary and functioning well in team environments to help coordinate tasks and work together as a team to achieve quality work. I wish to continue to improve my writing skills and am prepared to learn different types of writing techniques. I am a hands-on learner and therefore I work well when I am able to apply my knowledge and skills through discussions and assignments. My learning philosophy is learning through one another by discussions, applications and experience.

I have been taking courses for many years where I enjoy and have the experience to adapt to different types of writing styles. I appreciate constructive criticism and am able to give it in return, as I believe it is a great learning experience. I will strive to acquire and adapt my knowledge to help better my writing skills. Furthermore, I will relate my experience with writing to others and constantly strive to correspond my skills to tasks and assignments.

Thank you for taking the time to consider me as a teammate, if you would like to work with me you can email me at zahsurani@gmail.com. I look forward to working with you all.

Sincerely,



Zahra Surani