

Sample essay on education

[Business](#), [Marketing](#)



\n[[toc title="Table of Contents"](#)]\n

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1. [Dear Dr. Brown,](#) \n \t
2. [Work](#) \n \t
3. [Extracurricular Activities](#) \n

\n[/toc]\n \n

Dear Dr. Brown,

My name is [YOUR NAME] and I am a student in your [COURSE NUMBER] class. I am writing to express my interest in becoming a part of the team project that you are recruiting for, and to tell you about my education, work, and extracurricular activities that make me an ideal candidate for the project.

My education includes a four-year degree in linguistics, which I earned at a university in my native country of Kazakhstan. I attended the university from 2003-2007. My courses toward this degree give me a thorough background in writing, research, and presenting. Almost every class requires some writing, and many of them require a lot of writing. Mastery of grammar and the ability to write logically and coherently are essential for all students desiring to attain a degree. Additionally, research is a part of many university courses. Instructors expect students to practice finding, utilizing, and crediting sources throughout coursework. Finally, presentation is a skill I learned from completing speeches, giving demonstrations, and oral exams in front of the class. Although I had some experience with writing, research, and presentation before I attained my degree, the years of in-depth study

have given me confidence and skill in these areas that will be valuable to a team.

Work

My former jobs that have most helped my abilities in teamwork and data analysis include the following:

- Cocktail Server in a Bar
- Sales Associate and Assistant Manager at a Mall Gift Shop

Both of these jobs required a lot of teamwork. As a Cocktail Server, all five servers on the shift would share both responsibilities and tips. Because all of the tips were shared at the end of the night, we had incentive to help each other out to make sure everyone was able to provide the best service possible. As a Gift Shop Sales Associate and then Manager, my team and I worked our shop's sales floor as a team of up to seven people. As a sales associate, I learned to get along with a variety of people including other employees, customers, and vendors. As a Manager, I learned how to lead a team by understanding the requirements of the job and helping employees to understand their places in making our mission a success. Additionally, my Manager position required me to become good at data analysis. I had to examine sales reports and other statistical documents in order to understand whether our store's team was moving in the right direction. Because my jobs have taught me both how to be a part of a team, how to lead a team, and how to analyze data, my experience will be an asset to the [COURSE NUMBER] class team.

Extracurricular Activities

Although school and work have taken up most of my time, I enjoy some extracurricular activities that have helped me to practice skills that are important to the team project. For example, as a teenager, I volunteered to help other students in my school who needed help with their. As a tutor, I was able to practice my writing and presentation skills while helping other students to improve their own. In addition, this volunteer activity helped me to understand why time management is so important.

Thank you for taking the time to read my letter, and I hope to hear from you soon so that I may bring my skills to the team project and help make it a success. I have provided my contact information at the end of the letter for your convenience.

Sincerely,