Dear First-Year Writing team,

I am writing to express my interest in the positions available on this year’s Introduction Week and Program Support committee. Although this is only my second semester at the University of Connecticut, the fact that I attended the Introduction Week held for my cohort and took ENGL 5100 so recently means that I am particularly familiar with First-Year Writing’s current pedagogical goals. Moreover, I have both taught from a baseline syllabus and developed my own course, which explores the connections between the acts of rewriting and adaptation, concepts that speak directly to the FYW program’s understanding of revision as a fundamental component of academic writing. In addition to my teaching at UConn, I have taught in a variety of other settings as a substitute teacher working with students at all grade levels and as a test prep teacher for high school students. This unique teaching background would allow me to help many incoming students translate their current teaching skills into those suited to UConn’s FYW courses as well as address the needs of FYW teachers working at institutions other than a UConn campus, such as high school teachers participating in the Early College Experience program.

While I am prepared to accept any of the introduction week and programming responsibilities, I am especially qualified to manage logistics and communications. In my past volunteer work for different school and service organizations, I have often made use of my organizational and planning skills through the coordination of various events and projects. I am highly detail-oriented and thrive in situations in which I must plan and implement the many factors that contribute to an event’s success. Additionally, should I be responsible for any of the communications with incoming students, I will not only contact them regarding official matters but also, for those who need it, serve as a liaison between the incoming students and the program as a whole. I will be available to help them with any questions or concerns they have about Introduction Week, First-Year Writing, the department, the area, and anything related to their transition into the program. Considering that Introduction Week is the first sustained experience
at UConn that most of the incoming students will have and that its very purpose is to help them acclimate to the FYW program’s culture and expectations, it is important that the planning and implementation of that week is carried out as effectively as possible.

I would appreciate the opportunity to make Introduction Week as inviting and valuable to each incoming student as it was to me. Thank you for your time and consideration.

Best regards,
Laurena Tsudama