

I currently hold my Bachelor's of Arts in Art History [subject] from the University of [name], having graduated with cum laude with a GPA of 3.82 [grade].after graduating, I did my national service with the national media commission in the city capital where I developed a deep interest in communication studies.

I have decided to apply for this programme because I am sure it would strongly enrich my future studies and help me in my prospective career. Moreover I consider this programme as a great opportunity to get in touch with Canadian culture and educational system, in particularly Ottawa because The subjects offered in this program are specifically in line with my professional goals and I will establish relationship with students from all over the world as a contribution to the institutions cultural exchanges and diversity goals.

Given my education and experience from [university name], National Gallery and

Museum of Modern Art, I am confident that I am an excellent fit for the Masters of Arts [name] program at [university name]. I have researched the program and determined that the coursework and research profile of the college are a strong match. I'm particularly impressed by the volumes of [name] books in the university's library, which are of particular interest for me and which I would love to study in great detail. I think it is our duty as people sharing life in this world to make our future better because the future is not only ours

With all of my experience listed, I am in search of bringing my career to the next level. .

Career objectives

1. An initiative-taking person ready to explore her knowledge to drive any institution towards the achievement of its organizational mission and vision.

2. Possesses an impeccable written and verbal communication skills and excellent people skills to improve product and services, to increase revenue, satisfy customers and colleagues as well as help to mentor others as a team player.

An experienced administrative officer and a media-monitoring analyst interested in becoming a Communication analyst.

Career objective

A Communication studies graduate with 2 years of full-time experience working as a media monitoring analyst and a back up administrative officer the National Media Commission. Looking for a challenging role in a growth-conducive environment where hard work receives rewards and recognition.

WORK EXPERIENCE

NATIONAL MEDIA COMMISSION

(September 2017- Present)

Administrative Assistant

Duties

Devising and maintaining office systems, including data management and filing.

Occasionally, travelling with my immediate supervisor to take notes or dictation at meetings or to assist with presentations.

Screening phone calls, inquiries and requests, and managing them when appropriate.

Meeting and greeting visitors at all levels of seniority.

Organizing and maintaining diaries and making appointments.

Taking dictation and minutes.

Conducting background research and presenting findings.

Producing documents, briefing papers, reports and presentations.

Organizing and attending meetings and ensuring my superior is well prepared for meetings.

Consulting with clients, suppliers and other staff.

Media Monitoring Analyst

Duties

Assist in research work to be undertaken quarterly on the media

Evaluate research reports and pass on to superior officer

Perform fieldwork relating to research

Perform any other duties as may be directed from time to time