

Khushba Ahmed

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Hiring Manager

New Zealand Tertiary College (NZTC)

Dear Hiring Manager,

I am writing to express my interest in the Enrolments Advisor position at NZTC. With strong experience in tertiary education administration, student support, and academic coordination, I am confident in my ability to contribute meaningfully to your enrolments and student experience teams.

In my current role as Internship Placement Coordinator at Auckland Institute of Studies, I guide students through the full internship process, a compulsory academic requirement for IT, Business, and MBA programmes those who chose internship pathway. I serve as the first point of contact for students completing the practical component of their qualification, providing clear guidance, documentation support, and ongoing communication until their internship is successfully completed.

This experience directly aligns with the core responsibilities of the Enrolments Advisor role. I regularly support large cohorts of students, maintain accurate academic records, provide proactive communication, and work closely with Academic Coordinators and Programme Heads. This has equipped me with a strong understanding of programme structures, compliance expectations, and the importance of delivering a supportive, high-quality learner journey.

NZTC's commitment to empowering students and providing exceptional care resonates deeply with me. I am passionate about helping learners feel confident and supported as they take their next steps in education. I pride myself on being empathetic, organised, and solutions-focused, qualities essential for guiding prospective students through their application and enrolment process.

I would welcome the opportunity to bring my student-focused approach, administrative experience, and tertiary education knowledge to NZTC. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your enrolment team.

Warm regards,

Khushba Ahmed