

DaMaria Abernathy

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SHSU: College of Health Sciences
Huntsville, TX 77320

Dear Employer,

I am writing to apply for the Student Assistant position. Having read through your job description, I am thrilled to be applying for this position because I worked as a student assistant at the Student Money Management Center and have the skills necessary to be a successful candidate for this position.

At the Student Money Management Center, I was a critical support pillar for the team – scheduling and confirming appointments, allocating emails, data entries, answering phones, greeting guests at the door, and organizing office materials. As a student assistant at the Student Money Management Center, I utilized many of these skills and had the opportunity to work closely with the financial aid department.

Additionally, I am adept at:

- Maintaining utmost discretion when dealing with sensitive information
- Managing day-to-day calendars and office events for senior professionals
- Certified in Microsoft Office Suites

My experience at the Student Money Management Center provided me with the opportunity to hone my written ability as I was responsible for responding to emails. It also helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

I would very much like to discuss the opportunities for the position. Please feel free to contact me at your earliest convenience so we can discuss the position and your needs in detail.

Sincerely,

DaMaria Abernathy