

Daniel Keum

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Teen Program Assistant - Youth Programs
Emily Carr University
520 E 1st Ave
Vancouver, BC V5T 0H2

Dear Recruiter,

I am writing to express my strong interest in the Teen Program Assistant position with Emily Carr University. With over eight years of experience as an educator and academic support professional, I bring a strong commitment to student-centered learning, well-developed administrative skills, and a passion for accessible and inclusive education.

As a tutor and mentor, I have worked with learners from diverse backgrounds and learning profiles, including those with ADHD. These experiences have refined my ability to communicate with empathy, adapt to individual needs, and foster inclusive learning environments. As a former SFU student, I am also familiar with institutional systems such as Canvas and other educational platforms, allowing me to navigate both administrative and learner-facing processes with confidence and efficiency.

In one of my previous roles at a tutoring company, I gained hands-on experience with administrative tasks such as maintaining accurate student records, tracking educational progress, providing feedback, and responding to support requests from both students and parents. I consistently took initiative in handling front-line communication—whether over the phone, through Zoom, or via email—ensuring that inquiries were addressed with care and clarity. I take pride in providing a high level of service and building trust with both learners and their families.

I am especially drawn to this role for its focus on supporting adult learners and professionals seeking upskilling and career development. I understand the importance of timely communication, attention to detail, and well-coordinated program support—especially for learners balancing education with other responsibilities. My organizational strengths and ability to manage multiple priorities will allow me to contribute meaningfully to both team operations and the learner experience.

Thank you for considering my application. I would welcome the opportunity to further discuss how my background and commitment to inclusive education can support the goals of ECU.

Best regards,

Daniel Keum