To Whom It May Concern,

As a recent Student Assistant for the School of STEM at the University of Washington-Bothell, I am writing to you to express my interest in the position of Administrative Assistant for Bellevue Utilities. My goals as an Administrative Assistant are to gain professional skills that allow myself to better work directly with diverse communities and build project management skills.

Bellevue Utilities’ mission appeals to me because strongly support that public health and safety, quality neighborhoods, and a healthy and sustainable environment and economy are needed to effectively manage community utilities. I believe that the Bellevue Utilities has exceptional customer service and upholds the public interest and with my work, school and volunteer experience alongside diverse communities, I hope to improve my professional skills while gaining better insight as to how I can play a part in the community vision. My desire to be a part of a diverse and collaborative environment would make me a great fit with Bellevue Utilities.

My work experience at the School of STEM provided me opportunities to improve my professional and technical skills in a real-world environment and confidence to contribute my ideas in times of collaboration. While at the School of STEM, I was the go-to person when it came to internal customer support with various forms implementations or troubleshooting a technical problem. I gained many skills ranging from how to communicate technical information to a non-technical audience, testing the security and functionality of digitalized forms, and performing process improvement analysis. I improved with many of these skills through trial-and-error and building confidence in my abilities to problem solve individually but ask questions to my teammates when it was necessary. Through my technical abilities and experience at the School of STEM, I feel like I would be a great asset as an Administrative Assistant.

Thank you for your attention. I look forward to meeting with you to discuss the opportunity to contribute to Bellevue Utilities. Please feel free to contact me if I can provide additional information regarding my application.

Sincerely,

Dwina Solihin