Cover Letter

Dear Sir or Madam,

I’m interested in the role of Academic Administration Assistant that you are offering at Kings in Oxford, UK.

I worked for more than 13 years in a campus of the most important university in Mexico, the National Autonomous University of Mexico. I started as a teacher assistant when I was still studying my degree. During this time, I assisted teaching maths, I acted as an exam’s invigilator and as an exam’s marker.

Once I finished my degree, I had the opportunity to become a teacher. I taught algebra and graph theory until I was offered a position as a team leader at the Computer Centre.

For four years, I worked very closely with pupils, assisting them with the use of the hardware and software. During all this time, I assisted thousands of students and coordinated activities for more than twenty interns.

Later in my career, I supervised the department of system testing. Among our activities were the unit and integration testing of software built in the department for internal use of the campus, as well as its deployment and support; we also did the training of end users. In this stage, I worked closely with teachers, admin members and coordinators.

I later was awarded a weekend job as the academic officer and data entry manager. I oversaw dealing with students in the Centre of Foreign Languages for the weekend lessons. At the time, this Centre was the largest one of its kind in Latin America. This job involved being responsible of the enrolment process and its correct input into the system, as well as the correct input of all processes involved around enrolment, like assignment of classrooms and teachers, to groups and defining timetables. In this role I had to deal face-to-face with students, parents, teachers and admin. The range of age of these students was from 16 years old and upwards.

In the UK, I was a volunteer coach assistant at the Cherwell Gymnastic Club from 2017 until 2020. The range of ages for these students was of 5 to 15 years old. This role involved supporting the head coach with the training of the boys and girls in their afternoon sessions.

I am confident that with all my aforementioned experience I am qualified for this role. I’m sure I will be able to contribute a lot to this school.

Thank you for your consideration.

Yours faithfully,

María del Rosario Hurtado Ramos