

Xochilt (K) Carpio

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July 28th, 2025

Home Address Here

Dear Hiring Committee:

I am interested in the position of interning at the Finance Department in the Los Angeles Metropolitan Area. I heard about this internship through the UCSD Economics Department.

I am a great fit for this position due to my experiences working at the Ethnic Studies Department as a fiscal assistant and my related experiences. I have a great interest in working with your department because on your ideologies closely aligning with mine. In my related experiences, I am a part of a newsletter where I aim for students reading the publication to speak, think and inspire others. Your successful managers, supervisors and student workers all fit into this ideology that inspire others. It would help me expand my professional experience to learn and educate others through this experience. I am confident that I can learn and operate on the logistics that the Finance Department in the Los Angeles can do.

I truly believe that my extensive background, experience in fiscal combined with my education at the University of California San Diego, will allow me to be an ideal fit in becoming an intern at the Finance Department in the Los Angeles Metropolitan Area. I would be happy to discuss this position further through phone or an in-person interview. Please reach out at (xxx)xxx-xxxx or at xcarpio@ucsd.edu, and I look forward to speaking to you soon.

Thank you for your time and consideration.

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SUMMARY

I have years of leadership experience through educating students in sharpening their public speaking skills to hands-on financial processing documents I can collaborate, communicate, passionate and willing to learn through ease making me a great candidate for this position.

EDUCATION

University of California San Diego

Bachelor of Arts in Economics & Political Science International Relations

Expected June 2028

Los Angeles Trade Tech Community College

Dual Enrollment

June 2024

- GPA 3.7

EXPERIENCE

PROFESSIONAL EXPERIENCE

UC San Diego Ethnic Studies Department, San Diego, CA

February 2025 - Present

Fiscal & Administrative Assistant

- Processed financial documentation logistics that includes purchase orders, travel documents, reimbursements, and online purchases for faculty.
- Assist front office staff with the set-up of meetings, event, and catering orders.
- Assist with inventory space, equipment, and storage. Organized keys and office supplies.
- Assist in the UCSD fiscal year process.
- Communicate with UCSD Faculty and manage their financial trackers.

RELATED EXPERIENCES

UC San Diego Speech & Debate Team, San Diego, CA

June 2025 - Present

Managing Editor

- Facilitated a team of staff writers to write on the debate newsletter the Gold Plastic for 50+ members.
- Designs the layout and creates various informative topics to write about on a weekly basis.
- Works with Microsoft Excel to keep track on staff writer progress.
- Collaborates with other branches in the team to give feedback to sharpen debate and speech skills.

UC San Diego Speech & Debate Team, San Diego, CA

September 2024 - Present

Debater

- Compete for the most decorated team in California's history.
- Compete in many events that includes Lincoln Douglas Debate, NPDA Debate, and Informative Speech
- Participated in competitive tournament across California, showcasing skills and teamwork.
- Conduct extensive academic research to develop arguments and content for debates and speeches.

Debate Club, Los Angeles, CA

September 2022- April 2024

Co-Captain

- Competed in Policy Debate, engaging in in-depth discussions on topics with partners throughout the year.
- Using strong teamwork and public speaking skills, won 10 debate competitions in the Los Angeles area.
- Participated in prestigious competitions like Harvard Invitational in Boston to enhance competitive experience.
- Appointed Co-Captain in my second year of the debate team, directed debate drills.

SKILLS & ACTIVITIES

- Fiscal
- Teamwork
- Logistics
- Collaborative Communication
- Public Speaking
- Microsoft Excel, Word, and PowerPoint
- Affiliated Organizations Speech & Debate team, Oasis Summer Bridge, Business Economics Mentorship Program, and SOHIL
- Fluent in English and Spanish Conversational