

Mansi Patel

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Miss Kurlanski,
Registrar's Office,
1246 Lemerchant St,
Halifax, NS B3H 3P6.

I am writing in response to the International Admissions Assistant position with Registrar Office as advertised on the Dalhousie's Instagram page. I would be thrilled to work with your organization and enhance my leadership and communication skills. As an international computer science student with excellent time management, organization, and communication skills, I am confident that I will successfully contribute to the success of the organization at Dalhousie.

During my high school, I was a member of event organization team and I used to represent my class. This position required me to work on many presentations with group of people which helped me to improve my communication and time management skills. As a team member, I used to work on many excel sheets for scheduling the events and power point presentations for explaining the events and promoting them. As a team, we also use to conduct survey and take feed backs from students before and after every event that we organized.

I also volunteered as teaching assistant; I was assigned to help four students studying in 6th class. My job was to track their progress, help them by explaining some topics, providing them with notes in their mother tongue (if required), and advise them on what they need to do to succeed in class. This helped me gain writing skills and ability to work independently. Moreover, being a computer science student, I am well acquainted with all the computer skills.

My passion for working with people, helping others, and organizing events, combined with volunteering experience and other skills will make me asset to your organization. I hope to hear from you soon. Thank you for your time and effort.

Sincerely,
Mansi Patel.