

RIHAN S. PEREIRA
1327 Dara Street
Camarillo, CA 93010
(805) 444-9850
rihanstephen.pereira576@myci.csuci.edu

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Jerry Garcia
Information Technology/Student Affairs
CSU Channel Islands
One University Drive, Solano Hall 1151
Camarillo CA 93012

Dear Jerry Garcia,

I am student at CSUCI and I am writing to apply for the position as a Alternative Media Student Assistant 1. I learned about this job opportunity when I visited the CSUCI Dolphin CareerLink.

I believe I am best fit for this position as my past work experience involved producing documentation apart from writing software including dealing with conversion of document files from one format to another and vice versa, data manipulation on MS Excel spreadsheets. Furthermore, I have also dealt with post-processing of audio/video clips when I record my musical instruments over a prerecorded track usually on the weekends or holidays.

I would be happy to discuss this position further with either a phone or in-person interview. Please reach me at (805) 444-9850 or at rihanstephen.pereira576@myci.csuci.edu, and I look forward to speaking to you soon.

Thank you for your time and consideration.

Sincerely yours,

Rihan Pereira