

Dear Hiring Committee,

I am applying for the Community Learning Center Student Worker position. As a Texas A&M student, I have experience assisting students and faculty, managing responsibilities with care, and maintaining a professional and helpful attitude. I work well with others, communicate clearly, and stay calm in busy situations.

In my previous roles, I supported students by answering questions, organizing materials, and keeping a safe and orderly environment. I am detail-oriented, dependable, and able to work independently when needed. I also understand the importance of following policies, being punctual, and ensuring a welcoming space for all students and visitors.

I am eager to contribute to the CLC team by supporting students, maintaining a positive environment, and representing Texas A&M with professionalism.

Sincerely,
Rutul Patel