

**Dear Hiring Manager,**

I am excited to apply for a position at KIPS as a **Tutor and Management Associate**. With a background in Chemical Engineering and diverse leadership, academic, and extracurricular experiences, I bring both the subject expertise and the organizational skills needed to contribute effectively to KIPS' mission of delivering quality education and empowering students for success.

KIPS' reputation as a pioneer in educational excellence and its commitment to guiding students toward academic and professional achievements inspires me greatly. I am eager to become part of an institution that consistently sets high standards in teaching, student mentorship, and academic management.

Throughout my academic journey, I demonstrated strong teaching and leadership qualities. As **Class Representative** at my university, I acted as a bridge between faculty and students, fostering communication and ensuring smooth academic operations. Serving as **Media Head of the American Institute of Chemical Engineers (AIChE)** allowed me to develop organizational, presentation, and management skills valuable assets in a dynamic educational environment like KIPS. My experience extends beyond academics. I actively engaged in extracurricular and volunteer activities, including **sports, leadership roles, and volunteering at Akhuwat Foundation**, which helped me cultivate teamwork, responsibility, and adaptability. Additionally, internships at **Fauji Fertilizer Company** and **AMAL Academy** enhanced my professional skills in problem-solving, communication, and mentoring qualities directly aligned with teaching and educational management.

I am passionate about creating an engaging learning environment that not only strengthens students' academic performance but also builds their confidence and critical thinking abilities. Alongside teaching, I am motivated to contribute to management functions at KIPS, supporting its continuous growth and innovation in the education sector.

I would be grateful for the opportunity to bring my energy, academic foundation, and leadership skills to KIPS as a committed team member. I look forward to contributing to the institute's vision of academic excellence and holistic student development.

Thank you for considering my application. I would be honored to further discuss how my background aligns with KIPS' goals.

Sincerely,

**Esha Shahzad**

Chemical Engineer

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