

Salwa

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8/3/2024

Political Science Department
University of California, San Diego
9500 Gilman Drive
La Jolla, CA 92093

Dear Hiring Department,

I am writing to express my enthusiasm for the Teaching Assistant position in the Political Science Department at UC San Diego. With my academic background in International Business and International Affairs, coupled with my hands-on experience in research and administration, I am eager to contribute to the department and support the educational development of students.

My academic journey at UC San Diego, pursuing a Bachelor of Arts in International Business and a Masters in International Affairs, has provided me with a solid foundation in political science, international relations, and policy analysis. I have consistently demonstrated my commitment to academic excellence, critical thinking, and effective communication throughout my coursework and projects.

As an Operations Assistant at the UC San Diego Foundation Board, I have developed strong organizational and research skills. These tasks have honed my ability to manage time effectively, handle confidential information with discretion, and produce high-quality written materials. Additionally, serving as a City Representative for Congressman Harley Rouda's office allowed me to engage in policy discussions, collaborate with representatives to address community concerns, and advocate for legislative initiatives.

As a Teaching Assistant, I am confident in my ability to support faculty members in delivering engaging and informative course content, assist students in understanding complex political science concepts, and contribute to the academic success of the department. My proficiency in Microsoft Office Suite, Excel, and research methodologies, along with my leadership and communication skills, make me well-equipped to fulfill the responsibilities of this role. I look forward to the possibility of discussing how I can contribute to the department and support the educational goals of your students.

Sincerely,

Salwa
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