

Alexander P. Ives

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April 2nd, 2013

Dan Greer and Sarah Griffith
Division of Student Affairs
Rochester Institute of Technology
One Lomb Memorial Drive, Rochester, NY 14623

Dear Mr. Greer and Ms. Griffith,

As a recently accepted student to the MS in Higher Education Student Affairs and Administration (HESAA) program at Nazareth College, I am excited to introduce myself for the purposes of applying to various graduate assistantship positions at RIT. As a lifelong Rochester resident, I am very familiar with the enormous importance and quality of the RIT community, having myself benefitted from RIT's programs and culture for years. Being familiar with the impressive community at RIT, it is truly a pleasure to have the opportunity to apply, and to make positive contributions to it.

In examining my résumé, I am certain you will see that my extracurricular activities and professional experience will be most useful in many of the graduate assistantships I am applying to. In particular, I would wish to highlight my experience as Speaker of the Assembly for the Fredonia State Student Association, wherein I managed the affairs of over 150 student organizations and upwards of 40 class representatives, and my current employment as student assistant in the Office of Human Resources, which has prepared me in numerous ways for administrative capacities.

I wish to thank you for your consideration, and say that I very much look forward to being able to discuss the various opportunities available at RIT.

Regards,

Alex Ives

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EMPLOYMENT EXPERIENCE:

Student Assistant, Department of Human Resources at SUNY Fredonia: Collected and entered data into employment databases, assisted employees in obtaining necessary documents, performed various filing duties, and answered calls to the office. (July 2012 to present)

Orientation Leader, SUNY Fredonia Summer Orientation: Assisted in the facilitation of activities for incoming freshmen, ranging from Academic Affairs to Student Affairs, and helped foster social interaction between new students. (June to July 2011, June to July 2012)

Speaker of the Assembly, Fredonia State Student Association: Managed the affairs of over thirty Class Representatives for the General Assembly, acted as chairman for the General Assembly and Rules Committee, maintained the records of the Association, and met with students interested in starting new student organizations. (January 2012 to September 2012)

Desk Assistant, SUNY Fredonia: Employed as desk assistant at offices of Campus Life, the School of Music, and a residence hall. Performed various secretarial tasks, including the answering of phones, distribution of mail, management of office-related events, and filing duties. (August 2009 to December 2012)

EDUCATION:

SUNY Fredonia, Bachelor of Arts in Political Science (2009-2010, 2011 to present): Studying mainly under Dr. Alexander Caviedes, received intensive education in European politics and European Union history, polity, and politics, with personal research emphasis in Euroscepticism and immigration in the United Kingdom.

SUNY College at Oneonta (2010): Under the guidance of Dr. Matthew Hendley, received first-rate marks in the study of British history and the politics of the British Empire.

ACADEMIC ACHIEVEMENTS AND RECOGNITION:

- Foundation Scholarship for the Study of Political Science, SUNY Fredonia (2009)
- Outstanding Early Achievement Award in Political Science, SUNY Fredonia (2010)
- Early Achievement in the Study of History (British), SUNY College at Oneonta (2010)
- Student Excellence Award, Nixon Peabody, LLP (2010-2013)
- Michael Livingston-William Demrick Award, SUNY Fredonia (2012)
- Dean's List, SUNY Fredonia (2009-2012)
- Inductee of Pi Sigma Alpha (Political Science Honor Society), SUNY Fredonia Chapter (2012)
- Research Assistant to Dr. Alexander Caviedes, SUNY Fredonia (2011-2012)
- Selected participant in Undergraduate Research Symposium at University of Pittsburgh (2013)

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COMMUNITY AND PROFESSIONAL ACHIEVEMENTS AND RECOGNITION:

- Appointed Executive Vice President of Student Senate, SUNY College at Oneonta (2010)
- Appointed to Faculty Student Association Board of Directors, SUNY Fredonia (2012)
- Elected Speaker of the Assembly for the Fredonia State Student Association (2011-2012)
- Elected Vice-President of Pride Alliance, SUNY Fredonia (2012)
- Student Marshal in Inaugural Processional for President Virginia Schaefer Horvath, SUNY Fredonia (2012)
- Member of Director of Multicultural Affairs Search Committee, SUNY Fredonia (2012)
- Inductee of Alma Mater Society, SUNY Fredonia (2012)
- Dallas K. and Elizabeth W. Beal Award, SUNY Fredonia (2012)

SKILLS AND TRAINING

- High proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.) and Microsoft Access (for employee database purposes)
- Strong experience and proficiency with human resources database management, including applicant tracking and management, employee tracking and maintenance, and SUNYHR
- Six years experience in customer service-related fields, mainly in office setting, with very positive feedback on personality, inter-personal skills, and communicative abilities