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June 17, 2013

Rochester Institute of Technology  
1 Lomb Memorial Drive  
Rochester, NY 14623-5603

To Whom It May Concern:

I am an incoming Masters student to RIT, and am interested in applying for several of your graduate assistantship positions. I enjoy working with people, and believe I have skills and experience that would allow me to contribute to RIT's Campus and Residential Life.

My undergraduate degree is in business management for technology (with a minor in Technical Communications), but during my undergraduate career, I also had the opportunity to gain experience as a teaching assistant in my dance school and in my university's Mechanical Engineering Department. During this time, I was fortunate to be able to work with students from a wide variety of backgrounds, cultures, and even nations—a pursuit that is very dear to my heart, as I come from a very multicultural and multi-ethnic background. In the spring semester of last year, I had the opportunity to be a part of working with the multicultural clubs on campus to develop Student Affairs' Multicultural Programs.

My passion for multicultural issues extends further to languages. I have had minimal experience with American Sign Language since I was a child, but last year, I gained new exposure to ASL, and have since learned more of the language. This summer, I am working on increasing my vocabulary and level of fluency.

Working with others and helping them to succeed in their pursuits is very important to me, and it is my fondest dream to continue to be a part of this at RIT. Should my credentials meet your needs, I would welcome the chance to speak with you. Thank you so very much for your consideration.

Sincerely,

Emily Snell

**Phone:**

(505) 573-7066

# Emily Snell

**E-mail:**

emily.a.snell@gmail.com

1512 Dartmouth Dr. NE  
Albuquerque, NM 87106

**Education**

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Graduated May 2013     *New Mexico Institute of Mining and Technology (New Mexico Tech)*  
Socorro, NM  
♦ Bachelor of Science: Management of Technology, minor in Technical Communications  
**Cumulative GPA: 3.97**

**Job/Internship Experience**

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Jan. 2011-May 2013     **Grader and Teaching Assistant for Engineering Science 302 (Mechanics of Materials)**  
(5 semesters)     *New Mexico Tech Mechanical Engineering Department*  
♦ Graded homework assignments  
♦ Organized and scheduled sessions for test/quiz review and homework help  
♦ Lead and Co-lead sessions for test/quiz review and homework help  
♦ Answered student questions by e-mail and in-person

Summer 2011, 2012     **Assistant Teacher/Camp Counselor**  
*McTeggart School of Irish Dance Summer Dance Camp (Phoenix, AZ)*  
♦ Taught advanced dances to dancers in a group setting.  
♦ Assisted in choreographic duties.

Spring 2012     **Student Intern**  
*New Mexico Tech Student Affairs, Multicultural Programs*  
♦ Designed and created promotional materials  
♦ Conducted survey research on New Mexico Tech's multicultural on-campus clubs  
♦ Fulfilled basic office functions including reception, filing, and answering telephones

Jan. 2010-Dec. 2011     **Music Program Assistant**  
*New Mexico Tech Humanities Department*  
♦ Maintained piano humidification system  
♦ Filed and organized music in music library  
♦ Inventoried pianos, keyboards, and other equipment  
♦ Contacted piano tuning professionals, as well as students who wish to use the music rehearsal hall, for coordination purposes.

2009-2010     **Teaching Assistant**  
*McTeggart School of Irish Dance*  
♦ Assisted instructors during weekly classes, teaching and helping all levels and age groups.  
♦ Choreographed and modified competition and performance dances, sometimes in collaboration.  
♦ Assisted in the organization of performances.  
♦ Assisted in preparing students in Socorro, NM for the annual New Mexico State Championships (Spring 2009).

Aug. 2008-Dec. 2010     **Co-Instructor for Irish Step Dance Course**  
*New Mexico Tech Community College*  
♦ Co-lead group warm-ups and exercises.  
♦ Choreographed and taught intermediate- and advanced-level dances to students.

June 2012-present     **Dressmaker – Embroidery Specialist**  
*McTeggart School of Irish Dance*  
♦ Purchase dressmaking materials and self-manage projects  
♦ Embroider and construct iron-on patches  
♦ Coordinate delivery of embroidery sets

Dec. 2010-Sept. 2011	<b>Dressmaker</b> <i>McTeggart School of Irish Dance</i> <ul style="list-style-type: none"> <li>◆ Purchased dressmaking materials and self-managed projects</li> <li>◆ Embroidered and constructed McTeggart school team costumes</li> <li>◆ Packed and shipped finished dresses</li> </ul>
Spring 2011-Spring 2013	<b>Research Assistant</b> <i>New Mexico Tech Management Department, New Mexico Small Business Assistance Program</i>
Spring 2011:	<ul style="list-style-type: none"> <li>◆ Investigated the marketing concerns for Lotus Leaf, a technology-based company.</li> <li>◆ Prepared a final report based on this research.</li> </ul>
Fall 2011:	<ul style="list-style-type: none"> <li>◆ Investigated the information technology infrastructure and management concerns within Southwest Wines, a rapidly-growing New Mexican company.</li> <li>◆ Prepared a final report and presented a PowerPoint presentation to the company based on this research.</li> </ul>
Fall 2012:	<ul style="list-style-type: none"> <li>◆ Analyzed the domestic market for products created by Sacred Power, a company that produces portable solar-powered generators for remote areas.</li> <li>◆ Prepared a final report and presented a PowerPoint presentation based on this research</li> </ul>
Spring 2013:	<ul style="list-style-type: none"> <li>◆ Investigated the opportunities for Ultramain Systems' Enterprise Resource Planning software in the healthcare industry.</li> <li>◆ Prepared a final report and presented a PowerPoint presentation based on this research</li> </ul>

## Skills

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Computer skills	<ul style="list-style-type: none"> <li>◆ Proficient in Microsoft Office Suite: Word, Excel, PowerPoint, Publisher, Project</li> <li>◆ Basic knowledge of Adobe Photoshop, Illustrator, and Dreamweaver</li> </ul>
Language skills	<ul style="list-style-type: none"> <li>◆ Languages spoken in addition to English: French, some American Sign Language</li> </ul>

## Relevant Coursework

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Accounting	<ul style="list-style-type: none"> <li>◆ ACCT 201 &amp; 202: Fundamentals of Accounting I and II</li> </ul>
Psychology and Behavior	<ul style="list-style-type: none"> <li>◆ PSY 108: MiniCourse, Psychology</li> <li>◆ PSY 121: General Psychology</li> <li>◆ MGT 330: Management &amp; Organizational Behavior</li> </ul>

## Honors and Awards

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May 2013	New Mexico Tech Alumni Award, Management Department (awarded to the graduate with the highest GPA in the department)
May 2013	Holm Bursum Award (Awarded to a New Mexico Tech graduate from the Management department)
Fall 2010-Spring 2013	New Mexico Tech Scholar (at least 65 credit hours completed with a 3.5 or higher GPA)
Fall 2008-Spring 2013	New Mexico Tech Honor Roll

## Activities

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Nov. 2010-present	Tau Beta Pi Engineering Honor Society, New Mexico Tech Gamma Chapter, Student Member
Dec. 2011-May 2013	National Society of Black Engineers, Student Member
Aug. 2010-May 2013	NMT Belly Dance Club (Aug. 2012-May 2013: <i>Officer at Large</i> )
Aug. 2008-Dec. 2011	American Indian Science and Engineering Society (Aug. 2009-May 2010: <i>Secretary</i> , Aug. 2010-May 2011: <i>Vice President</i> , Aug. 2011-Dec. 2011: <i>Senior Representative</i> )