29th March, 2013.

To,

Dan Geer

Area Director

Center for Residence Life Apartment Area

Rochester Institute of Technology

Rochester, NY – 14623

Dear Mr. Spain,

I am applying for a Graduate Assistantship in Student Affairs provided by the Center for Residence Life at Rochester Institute of Technology. I am applying for the position of a Community Advocate at Rochester Institute of Technology’s Campus Housing. I read about the position during the process of applying for graduate admission to the Masters of Computer Networks and System Administration program at RIT. After reading about the position through the Residence Life website and all that it entails, I feel that my skills and previous experience would be most beneficial to the Residence Life Community of RIT.

I will be graduating from Mumbai University in May 2013. My four years of study at Christian Brothers University have been ones with great academic excellence as well as heavy involvement in extracurricular activities and community service.

Some of my experience and skills include, working as General Secretary (GS) of the college for two years. The role of a GS at Rajiv Gandhi Institute of Technology is much similar to the position of a Community Advocate for which I am applying. In addition to the position of GS, I was a strong supporter and participant of Institute of Electrical and Electronic Engineers, Inc. (IEEE). During my junior year, I volunteered to be a student ambassador for the school that consisted of giving tours to prospective freshmen and being available to answer questions of incoming freshmen and guide them through their transition period from High School to College.

I am sure the skills that I have highlighted and that are detailed in my Resume here below will give you an understanding of what I can bring to the position of a Community Advocate and the resident community at RIT. I look forward to hearing from you soon and speaking to you in person through a phone or personal interview. My resume follows this cover letter. Please do not hesitate to contact me if you have any questions.

Sincerely,

Bhavik Shah