

# Andrea Williams

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Dear Hiring Manager:

I am Andrea Williams, a sophomore at the University of California, Santa Barbara, and I am really excited to apply to be a Residential Assistant. This is a job that caught my attention when I was a first year here: the Residential Assistants were the ones who I went to in times of need and they were always there to give a smile of support as I went through my first year of college. They are thus, the closest resource to students living in the university owned dorms and apartments. I strive to become this fundamental resource for struggling students and I believe I have the necessary skills and motivation to be this resource.

Currently, I am an Environmental Studies major. What this means is that I am one of the many students who would like to make this world a better place and with this job, I would be able to make this happen. As a residential assistant, I would be put into many unexpected situation that requires quick action. I am more than capable to respond to these situations. At the moment, I work as a Community Service Officer for the UC Police Department. This job gave me the ability to resolve situations as they occur right in front of you, whether it be calling up and assisting the first responder necessary to the situation or directly resolve the situation on my own. I also gained the ability to work long hours and that would mean that if I am a Residential Assistant, I would be more than capable of being there for my residents at any of the time of the day. I also have experience in planning events as a past member of the Global Awareness Club. Being a business oriented club, every individual within the club participate in creating lesson plans, powerpoints and eventually workshops for high school kids from the local Boys and Girls Club. In this club, we helped educate these youth of low income backgrounds about the world around them in hope that this will better their knowledge as one of the people in this interconnected developing planet. I can use this experience to not only create events that my residents can enjoy but help them feel connected within this huge campus. I believe that these experiences I gained as a college student will help me become a residential assistant that will stand out among the others and will positively help students in need of assistance.

With all these skills and a smile that persists everyday, I strongly affirm that I am a great candidate for this position. I am a person my residents can approach with ease and I hope I can soon assure my qualifications for this position to you in person. Nonetheless, I thank you for taking time to read this letter.

Sincerely,

Andrea Williams

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