

**Manisha Vajhala**

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[Today's Date]

**Hiring Committee**

Dean of Students Office

Student Services Building

2505 Union Drive

Iowa State University

Ames, IA

Dear Hiring Committee,

I am writing to express my interest in the Front Desk Assistant position with the Dean of Students' Office for Summer 2025. As a graduate student at Iowa State University, I am eager to contribute to a welcoming and supportive environment for students, staff, and visitors.

I bring strong communication skills, a professional demeanor, and a proactive approach to handling tasks efficiently. I am comfortable managing multi-line phone systems, handling walk-in inquiries, and assisting with day-to-day administrative needs. My ability to stay organized, multitask, and maintain attention to detail enables me to support a fast-paced office environment while delivering excellent service.

I am available to work throughout the summer, including the required full-day shifts and the regular weekday lunch hours. I am reliable, punctual, and eager to be a dependable part of your team.

Thank you for considering my application. I would welcome the opportunity to contribute to the Dean of Students' Office and further develop my professional skills. I look forward to the possibility of an interview.

Sincerely,

**Manisha Vajhala**