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March 29, 2018

Amanda Knerr
Residential Life Office
218 N 6th St.
Terre Haute, IN 47809

Dear Amanda Knerr,

I am responding to your job posting found via HigherEd Jobs regarding the Residential Life Hall Coordinator position at Indiana State University. I am currently a 3.8 Master's student at Indiana State University in the Student Affairs and Higher Education Program. As stated on my resume, I will graduate from Indiana State University on May 12, 2018. I believe my passion for student success accompanied by my skill set and experiences will greatly benefit your institution and the students that attend.

Through my experiences in Student Affairs as both an undergraduate and graduate student, I have gained a myriad of skills that enable me to successfully develop and execute services to enhance the professional and personal growth of college students. A few of the skills I possess include:

- Residential Life – As a Resident Assistant for the Groups Scholars Summer Experience Program, I worked alongside 19 other Resident Assistants to oversee the transition of 390 minority students. I developed workshops and programs that enhanced the students' professional, personal and academic growth in order to ensure success upon transitioning into Indiana University as full time students. As a graduate assistant for the Business Emerging Leaders Precollege Program, I assisted in creating a safe and inclusive environment for 50 high school students by developing and leading activities that promoted leadership, teamwork, diversity and inclusion. I also had to take heed to the University of Wisconsin-Madison's special policies and procedures pertaining to minors on campus.
- Supervision – As a graduate assistant in the Charles E. Brown African American Cultural Center at Indiana State University (ISU), I currently supervise 7 undergraduate mentors and 45 undergraduate mentees. As a graduate assistant for the Business Emerging Leaders Pre-college program, I supervised 7 undergraduate employees and 50 high school students.
- Diversity/Inclusion- As an intern in Indiana State University's Office of Equal Opportunity and Title IX, I created and executed several programs and initiatives that address diversity and inclusion, such as the campus wide Peace Rally. I have also gained a majority of my Student Affairs experience in diversity/inclusion departments, programs and organizations, such as through the Charles E. Brown African American Cultural Center, the Black Graduate Student Association, Groups Scholars Program, Business Emerging Leaders Precollege Program, and ISUccceed.

I am dedicated to a lifetime of creating genuinely diverse and inclusive spaces while promoting student success at higher education institutions. If granted the opportunity to serve your institution I will continue to strive to reach that goal. I look forward to meeting with you in the near future to discuss my qualifications in greater detail. Should you wish to contact me, I may be reached at ██████████. Thank you for your time and consideration.

Sincerely,



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