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Graduate Assistant Cover Letter

MIRANDA Graduate

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December 17, 20XX

Brian Emerick, Area Coordinator
Residential Life, Ervin House St. Cloud State University
720 4th Ave South
St. Cloud, MN 56301

Dear Mr. Emerick:

For the past two and a half years, I have been working in Residence Life and it has been a wonderful learning experience personally and professionally. I am seeking a position as an Assistant Residence Hall Director in order to continue my experience and enhance my passion within Residence Life. I became very interested in St. Cloud State University after coming across your school listing on the Oshkosh Placement Exchange website and reviewing your school and residential program. The more I explored your school site, the more I knew that I wanted to become a SCSU student. I came into Residence Life wanting to help and meet new people but now after almost three years, I have developed a different agenda. I want to make an impact on other people's lives and inspire others to reach their full potential. I have done my best in doing this as an undergraduate student and I feel that it is time to do more in Residence Life as a graduate student. The two hall directors that I had the pleasure of working under have helped me in more ways than one and they have motivated me to become a better person and move forward within housing.

As a Senior Resident Assistant, I served as a mentor to my new staff members and guided the returning members to continue to do well or better than what they previously done. I also worked with my building house council and supervised a group of 20 freshmen to create successful community building programs. I have participated on a variety of committees around my current University planning diversity programming, reconstructing student employment guidelines, developing student leader recruitment strategies, participated in staff recruitment for various departments on campus, and helped create and coordinate residential staff training. As a member of my University's Honors College, I have had the unique experience of working two years within a living learning community; helping students reach their potential and creating an environment conducive to academics. I enjoyed my many experiences and I have developed a desire for working in Residence Life.

I am eager to bring my experience to the Assistant Residence Hall Director position to create enriching opportunities for the staff and students. As a member of the team, I will bring a strong passion for students, a continuing commitment to the department, and an aspiration to grow professionally and personally in the realm of Student Affairs.

Thank you for taking the time to review my resume and my letter. I look forward to a follow-up conversation to discuss what I can do to partake in this great experience of becoming an Assistant Residence Hall Director at your university.

Sincerely,

Miranda Graduate