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February 21, 2021

Human Resource Manager
Vancouver Community College
Avenue
City
Contact
Email

Dear sir/ Madam

I am excited to express my interest and desire to work at Vancouver Community College. I learned about Vancouver Community College through a vacancy post to employ an international student advisor. After reading your announcement, I decided to apply since I love working closely with students to foster a better future generation.

Currently, I am pursuing Bachelor's degree in Entrepreneurship at Saint Mary's University/ Canada –Halifax. I will graduate in April 2021 with Bachelor's degree in Entrepreneurship. I also have the following qualifications: a degree in business Administration from Orange Coast College in California and a bachelor's degree in commerce from Concordia University. During my studies in all the courses, I have acquired social skills to communicate effectively due to experience with the world's different University in the world. Later, I enrolled to pursue mastery in computer, conversing with Microsoft office knowledge ad general computer literacy. My dialects are English and Arabic as my native language.

My experience in social places of work includes; working at the admission desk in Aljazeera High School. My role in that school was to assist students in any difficult occurrence beyond

their understanding. I also have experience in counseling students in the same school regarding educational issues, which majorly included selecting programs, scheduling classes, school adjustment, studying habits, and truancy. Notably, I was also actively involved in helping the students know about degree programs and admission requirements. During this period, the final role was the preparation of reports of students' activities as required by the administration in contact with international students.

I also have experience with other companies like NATCO.Co. I worked in this company as an unpaid internship for eight months. I gained skills in admin, human resource, ISO and top management in NATCO.Co. My roles were helping the management of the company to spearhead sales through offering exemplary customer care service. Developing and maintaining customer relationships was my noble job. Thus, a close follow-through to ensure clients were up to date. Later in the year 2016, I was attached to VANS Company as a sales consultant.

Customer service was also the main job since through good client follow-through, I achieved high sales results. I also worked on any other tasks assigned by the management.

After graduation in my current course, I hope to work in an organization like yours to offer my expertise and gain more experience in helping international students reach their dreams through counseling, offering knowledge, advice to international students. I would also help check academic documents completion and deficiencies in application to facilitate the correct process.

My goal is to make a smile on people's faces and especially those in need.

I am looking forward to hearing from you to discuss the opportunity. Please find enclosed my curriculum vitae.

Thank you for your consideration and time.

Sincerely

Name

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