

# JONA DOE

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March 10, 2022

Matthew Ployer  
Principal, Otonabee College  
Trent University  
1600 West Bank Drive  
Peterborough, ON K9L 0G2

## **RE: Otonabee College Office Assistant**

Dear Matthew Ployer,

As a detail-oriented, courteous and hardworking individual with over a year of experience in administrative and customer service roles, I am confident that I would make a positive addition to the Otonabee College team as an Office Assistant. In addition, my involvement in extracurriculars at Trent, and my connection to the OC community, have prepared me to encourage students' involvement in campus events and activities.

As an international student who has found a strong sense of community through college events, I will be able to effectively make all feel welcome. My volunteer experience working in an office support role with OPIRG Peterborough has prepared me to schedule appointments and meetings, book rooms, and respond to inquiries. In this role, I have developed the ability to effectively communicate with others in a professional and friendly manner, maintain an organized workstation, and meet deadlines.

Further, I am confident that my experience using social media to promote the activities of the Trent International Student Association would be an asset in this role. This position would be an excellent opportunity to highlight my marketing and advertising abilities and engage with students to promote various college activities and events.

As a member of Otonabee College who has participated in many college events, I feel passionate about ensuring interesting social and learning opportunities for students and have a breadth of knowledge regarding the important services that Otonabee College offers. I would use this knowledge to engage with students and ensure they are making the most of what is available to them.

Thank you for taking the time to review my application. I would appreciate the chance to discuss my application with you in further detail in an interview. I look forward to hearing from you.

Sincerely,

Jona Doe