

Bizunesh Beyene  
910 Banbury ct  
Schaumburg, IL 60194

April 18, 2022

Dr. Andrew Anastasia

Harper College Hiring Director, Office of Student Engagement

1200 W Algonquin Rd

Palatine, IL 60067

Dear Dr. Andrew Anastasia,

I would like to express my deep interest in working at Harper College as Student Aid in the Student Engagement Department. In 2002, I earned an Associate's Degree in Accounting from Africa Beza College in Ethiopia. In addition, in 2016, I completed the Pharmacy Technician Program at Northwest Suburban College.

I plan to pursue a career in student-aid once I have finished my education. I found this job opportunity when researching your website. This job position in the student engagement department would provide me with hands-on opportunities to practice managerial skills and sharpen my customer service skills.

As my enclosed resume explains, I have related professional experience, including excellent customer service and organizational skills. Currently, I am assisting with tax preparation as a volunteer and enrolled in a six-credit spring course. The skills I have acquired in my work, volunteer, and student experiences make a strong candidate for the Student Aid position in your department.

I am looking forward to discussing this job position with you. Please contact me by e-mail at [ujusin1@yahoo.com](mailto:ujusin1@yahoo.com). I look forward to hearing from you, and appreciate your consideration.

Sincerely,

Bizunesh Beyene