

April, 18, 2022  
Bizunesh Beyene

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Dr. Andrew Anastasia,

Hiring Director, Office of Student Engagement

[aanastas@harpercollege.edu](mailto:aanastas@harpercollege.edu)

Subject: Student Aid - Student Engagement Position

Dear Dr. Andrew Anastasia,

I would like to express my deep interest in the job position as a student aid for your Student Engagement department, which is advertised on website for a job title student aid. After reading your job description, I believe that my skill set matches the requirements of this position in ways that will prove to be very beneficial to your department.

Currently, I am a Harper College student enrolled in a six credits spring class. I am a strong candidate for this position because of the transferrable skills I have gathered in my time as a certified pharmacy technician. In that position, I learned skills such as ways to be organized in a fast-paced environment, basic computer skills including System Analysis program (SAP) and production planning system (PPS), and how to give excellent customer service under pressure. In the job description, you specify that you are looking for someone to serve as a contact for students, employees and community members contacting the Student Engagement staff, someone that is able to provide exceptional customer service in-person, via telephone, and through written and/or virtual communication. The skills I have acquired in my current role as a pharmacy

technician align closely with the skills required to serve as a student aide, ensuring I will require minimal training to serve in that role.

I would welcome the opportunity to discuss this job position with you. Please contact me by e-mail at [b\\_beyene@mail.harpercollege.edu](mailto:b_beyene@mail.harpercollege.edu). I look forward to hearing from you, and I appreciate your consideration.

Sincerely,

Bizunesh Beyene