

Name

510-000-0000

[name@gmail.com](mailto:name@gmail.com)

UNIVERSITY OF CALIFORNIA, Berkeley

Re: Student Advocate, position #21772

May 27, 2016

Dear Hiring Committee,

Familiarity with navigating cultural complexity and managing international partnerships make me an excellent candidate for this campus position. My strengths are my ability to respond to the demands of quickly-changing priorities and sensitive political situations. I would be able to quickly make contribution to your team.

In my current position, I routinely advocate for students' needs, interests and rights and actively manage more than one hundred collaboration agreements with separate international partners. My experience would be valuable in the following areas:

- Knowledge and application of requirements for compliance with state, federal and university regulations including FERPA, HIPAA and other regulations applicable to international students, scholars and faculty.
- Experienced with campus applications including HCM, Bearbuy, BFS, CDS, Google apps for education, VSPA Gateway, and ISD.
- Initiated, directed and currently maintain a Salesforce database to record and track campus international activities. Familiarity with other database programs such as Filemaker and Excel.
- Manage multiple information systems regarding international activities and communicate summaries to senior administration.
- Partner with and advise international graduate students participating in the university's Partner Exchange Program including the application process, visa accrual, orientation and general advising.

Thank you for considering my qualifications for this very important position. I would enthusiastically welcome the opportunity to meet.

Sincerely,

*Name*