

**AYOMIDE AKINYEMI**

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To whom it may concern,

I am a full-time MBA candidate with Geographical Information Systems. I'm writing to apply for the job of Executive Officer (treasurer/organizational officer) at the Association of International Students.

In the final year of my undergraduate studies in Nigeria, I served as the student president of the Urban and Regional Planning Department of my faculty. In this role, I successfully organized events and ran meetings with other student presidents and faculty members. I was also the point of call between my department and the school's leadership board. In addition to serving as departmental president, I organized a class tour for my class of 132 students, which was in fulfillment of a prerequisite course for graduation. For this trip to go well, I focused on getting the students involved, being clear about the budget, and using donations in the right way, according to the rules of the departmental body.

Before I got my MBA admission, I was a general manager and was in charge of 162 full-time workers and more than 50 temporary field workers. In this role, I kept the organization's official records, tracked and ensured the collection of land use charge fees levied on buildings within the firm's jurisdiction; oversaw and ensured the correct remittance of funds collected to the government, and I formulated the annual budgets and ensured judicious utilization of approved funds. I used my Microsoft Excel and project management skills to do the things I needed to do in this role.

Applying for this role is a result of my desire to take on a variety of responsibilities that assist in meeting the vision of the Association of International Students. As Treasurer/Organizational Officer of the Association, I will uphold accountability and transparency in adherence to the association's financial policies and procedures and provide regular financial updates to the Secretary or President of the Association. As an international student, I am well aware of the financial commitments of fellow students towards obtaining a degree and the importance of building a good network and connecting with other students. Therefore, I am fully committed to ensuring that funds generated and contributed to the association are properly facilitated to forestall incurring debts. I will also make sure that events that aim to strengthen the community of international students at the university and raise awareness of the university's programs in the home countries of members of the association.

Thank you for your time and consideration. I believe I am a good fit as an executive officer of the association. I would be delighted to speak with you at your earliest convenience and share more about my particular enthusiasm for this role and how my past experiences and skills have equipped me to hit the ground running. I am available to discuss the opportunities at your earliest convenience. I can be easily reached by email via [adakinyemi@eiu.edu](mailto:adakinyemi@eiu.edu) and by telephone on +1(470) 430-4927.

Sincerely,

Ayomide Akinyemi