

## COVER LETTER

I am writing to express my interest in the role of organization officer and office manager Association of International students. I am certain that my qualifications and experience make me the ideal candidate for this position because I am a highly motivated and results-driven professional. I have worked as an International Recruitment Officer for Sub Sahara Africa over the years, and overall recruited 450 students across the globe, and organized several education fairs home and abroad. I am also experienced in organizing and managing many administrative responsibilities from managing budgets to working with stakeholders. I also have excellent verbal and written communication skills and have a lot of experience building and maintaining effective relationships with staff members at all levels.

I graduated from the university of Lagos, Nigeria with a Bachelor's in European languages and Integration studies, and I have previous experience working in international education. I helped international/Local students integrate into the university community academically and socially while I was a student by acting as a peer mentor for them. I also performed work for the overseas Office as a student ambassador, where I assisted in planning and publicizing cultural events and offered direction and assistance to potential students. I am currently enrolled in Ms. Sustainability as I am gearing towards becoming a climate analyst. Along with my education and professional background, I also have strong interpersonal, problem-solving, and communication skills, all of which are necessary for this position. I am also adept in several computer tools, such as database management systems and Microsoft Office.

Because of EIU's dedication to inclusion, equity, and diversity, I am particularly drawn to it. I am thrilled to lend my expertise and enthusiasm to this endeavor because I firmly believe that education is a potent tool for creating global citizenship and cross-cultural understanding.

I appreciate your looking at my application. I'm eager for the chance to go into more detail about my experience and motivation for applying for this position.

Warm regards,  
Susan Nkanka