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1st June 2004

Jane Smith,
Marketing Information Manager,
Baxter's Lodge F02,
University of Sydney,
NSW 2006

Dear Ms Smith,

I am writing to apply for the position of Casual Student Advisor. I believe that I would be a valuable addition to the Student Ambassador team, due to my extensive leadership experience and well-developed communication skills, as well as my ongoing commitment to my studies and Sydney University.

Essential Skills and Experience

Skills/Techniques

I possess the excellent communication skills necessary to perform well as a Student Ambassador. I am confident and articulate when speaking to a group, a skill that has been developed throughout my education. I was a member of debating teams and the Student Representative Council in early high school, and in 2002 I was School Captain. This position required me to speak on many occasions, varying from formal assemblies to addressing small groups. In addition, it required excellent interpersonal communications skills. These were also demonstrated in my experience as a Peer Support Leader, in which I helped a small group of year seven students get to know each other and life at high school. In my capacity as a Peer Support Extension Program Mentor, I interacted on a one on one basis with students having difficulty and attempted to help them to settle in to high school.

Experience

My initiative and teamwork skills have been demonstrated in many instances throughout my high school career. Working in a leadership role as a member of the Student Representative Council Executive, as well as School Captain, I headed a number of fundraising, administrative and school improvement projects. The position of School Captain required work as part of a large team of Prefects to accomplish tasks in a busy and demanding environment, as I was at the same time studying for my HSC.

I also played an active role for four years in my high school Interact club, which raised funds for many charities such as the Red Cross and World Vision. My initiative and leadership skills were also demonstrated as Secretary of the Fisher's Ghost Youth

Orchestra, which required participation in a committee, coordination of events and handling correspondence for the organisation.

Other

My work as a Peer Support Extension Program Mentor demonstrates my ability to relate well to high-school students, a skill which I have continued to develop in my work as a senior student private tutor since finishing high school. This involves working with year 11 and year 12 students on a personal basis, and again requires good interpersonal communication skills as well as the ability to understand and relate to the students in order to help them learn effectively. My work as a Prep tutor/supervisor in the Hurlstone Boarding School was similar to this, and involved supervising 50 students from year 7 to year 10 and assisting them with homework and study.

I hope to further develop my proven skills at effectively communicating to high school students, as I intend to complete a Diploma of Education after my Agricultural Science degree, and go on to become a secondary school Agriculture/Science teacher.

Desirable Skills and Experience

Experience

I have experience in customer service, as I worked as a Customer Service Operator at Coles Supermarkets for two years during high school. My work at the University of Sydney Plant Breeding Institute, as well as my work experience at other agricultural and research institutions, also required personal interaction with a wide variety of people and work as part of a team.

Training/Qualifications

I have maintained an excellent academic record throughout my education, achieving a HSC UAI of 99.6 and going on to achieve a High Distinction average in my first year at university. This has been recognised by several scholarships and awards from the University of Sydney and the Department of Education. My academic record for 2003 is attached.

Other

I have a good understanding of all facets of the University of Sydney, from extracurricular activities such as union sport and social events, to the facilities and support structures available for students. I can also provide valuable insight for prospective students into College life as well as moving out of home for the first time, as I lived on-campus at St Andrews College during my first year and am currently renting close to the University.

I thank you for this opportunity to apply to become a Student Ambassador. My CV is attached and I can be contacted at your convenience.

Yours sincerely,
Bea Flatt