

CORNELIA COVER-LETTER

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Ms. Jennifer Thurston-González
104 International Student Center
Kansas State University
Manhattan, KS 66506

May 20, 20__

Dear Ms. Thurston-González:

This letter of application is in regard to the International Student Advisor position with Kansas State University. I am a recent graduate of Southwestern University with a Bachelor of Arts in French and History. During my studies, I spent an academic year abroad in Nantes, France. Because of these experiences, I have developed a desire to help others navigate the benefits and challenges of living and studying away from their home country.

My experience in France and my efforts to encourage intercultural understanding at my home university demonstrate that I am a creative, passionate individual dedicated to the field of international student services. In addition, my internship with the International Student Coordinator at Houston Baptist University and my involvement in internationally-oriented organizations and programming have afforded me skills in working and communicating well in multicultural contexts as well as in planning informative and enjoyable events. I am eagerly seeking a position at a university that offers contact with international students and the opportunity to assist them to make the most of their experience abroad.

I would be delighted to work at your university in order to benefit the international students who have chosen to study there. I would also very much appreciate the opportunity to talk more about this opportunity and will call to schedule a time that we might do so by phone. I appreciate your time and consideration of this application.

Sincerely,

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