February 11, 2019

Dear **Selection committee**:

The ability to navigate change, think strategically, and communicate effectively is what makes me an excellent candidate for a career in Admissions. My constant exposure to diverse people and situations has allowed me to gain experience with developing and implementing marketing and programming strategies that best fit the particular group I am working with.

The Georgia Institute of Technology deserves an employee that is a problem solver with exceptional interpersonal skills. As the member of an organization with the mission to provide students with social and financial support services, I have hands on experience engaging students. My previous work experience with the American Federation of Labor, Spelman College Housing and Residential Life, and GEICO, have all pushed me to effectively engage with all stakeholders, and to do it in a way that is conducive to the work environment, benefiting the employees, the work place, and the students.

As a current psychology major with a minor in management and organization, my expertise in both human behavior and business is what makes me a great candidate for any position searching for an employee that is enthusiastic about increasing growth within a university. My passion for community keeps me devoted to any job that allows me to help place students into progressive academic environments. As a pioneer of this generation, I am adamant about embracing The Georgia Institute of Technology culture and finding the best students to contribute to the excellent academic climate and the innovative environment.

I hope I have the opportunity to expound upon my interest in the position and meet with the selection committee personally. You can reach me via mobile (478) 222-2222.

Sincerely,

Riley Lawson

Mobile: (478) 222-2222

Email: [RLawson8@spelman.edu](mailto:RLawson8@spelman.edu)