

58 Green Street
Leeds
LS36 9LP
3rd August 2019

Ms H Holger (Head of Admissions)
University of Leeds
Leeds
LS2 9JT

Dear Ms Holger,

I am writing to apply for the position of Contextual Admissions Administrator at the University of Leeds as advertised on www.jobs.ac.uk. I have recently completed a BA in Modern History, graduating with a 2:1. Throughout my studies I worked part-time as a Student Ambassador for the university, which confirmed my desire to find a permanent role in the higher education sector.

My Student Ambassador role enabled me to develop strong interpersonal skills through interacting with prospective students and their families on a regular basis. For many of these students, I was their first point of contact with the university, which highlighted to me the importance of appearing professional, but also friendly and approachable. One of my strengths is being able to develop an easy rapport with a diverse range of people, a skill I also demonstrated when previously employed at a busy restaurant chain in Manchester, where I frequently dealt with customers of varying nationalities. My communication skills were further enhanced through developing and delivering presentations as part of my degree course, ensuring that both the content and style of delivery were appropriate to the audience.

I also possess excellent organisational and time management skills. My degree course required me to work on a number of assignments simultaneously whilst also working part-time. In order to ensure that all deadlines were met I produced a timetable, allocating time to each assignment and prioritising those with earlier due dates. Whilst on my placement year in a busy office environment at Leeds City Council I also used my Outlook calendar to manage my time effectively by setting up task lists and reminders, as well as creating sub-folders in my inbox to file my emails, making messages requiring follow-up easier to access.

I am particularly excited by the prospect of working at the University of Leeds due to its focus on widening participation through the Access to Leeds and Raising Opportunities schemes. Helping students from all backgrounds to gain access to higher education is a strong motivation for me; I was the first member of my family to go to university and am very keen to encourage and assist others in a similar situation. I would greatly appreciate the chance to join the Admissions Team and be involved in delivering this important service.

I am available for interview at your convenience and would welcome the opportunity to meet you to discuss my application further.

Yours sincerely,

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