

Hannah Kish  
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Dear Hiring Committee,

I would like to express my interest in the Assistant Director position available at Northern Arizona University within the Office of Scholarships and Financial Aid. My work history and educational background makes me an ideal candidate for this position. The following resume will reflect the knowledge, skills, and abilities that I hope to contribute to this team and the community at Northern Arizona University.

Since beginning my career in higher education in early 2010, I have had many wonderful opportunities for growth, both personally and professionally. The experiences I've had working with students, staff, faculty, and outside educational organizations has brought me closer to my career aspirations of becoming a leader who can have a large impact within higher education. My upcoming educational accomplishment in obtaining my Master's degree in Educational Leadership has also lead me to pursue this position.

The knowledge and experience I have gained from working in both the financial aid and academic advising areas has created a sense of purpose for me as I began my path as a supervisor late last year. The combination of attending professional development seminars through the Human Resources department, what I've learned in my graduate program, and my experience in my career has created a goal-setting, trusting, and supportive management style that I can be proud of. As a leader in higher education, I find enjoyment in being in a career where learning and opportunities to help others never ends.

The culture around Northern Arizona University is something that is very special. The family-oriented atmosphere and the collaborative team environments continue to drive me towards a career here for the long-term. I'm confident that this position will fulfill my aspirations to grow in an enjoyable and self-rewarding position within that builds on leadership aspirations.

Thank you for taking the time to review a brief summary of my qualifications. Please let me know if you have any questions or would like to discuss the possibility of an interview.

Thank you,

Hannah Kish