

DATE

Victoria Wolff
Director for Career Education and Programs
Career and Community Engagement Center, Whitman College
Walla Walla, WA 99362

To Victoria Wolff and selection committee,

During my first semester at Whitman, I signed up for a Resume Review appointment at the CCEC; I brought in my high school resume which I modeled after the first Google Docs template I found. I had no idea what to expect but was gently guided to recraft my resume from the ground up. After considerable revision, I became more confident in my ability to effectively apply myself to the working world. What I find to be engaging about the responsibilities of an SCA is the methodical yet creative process of resume and cover letter making. In my experience, the standards of professionalism and the ins and outs of resumes, cover letters, and other career focused topics are disproportionately inaccessible. The correct format for a cover letter or the tense one should use in the resume were not details I was introduced to before taking the initiative to pay a visit to the CCEC. I would be interested in expanding these little-known, yet professionally substantive specifications and am excited by the opportunity to offer the same guidance I received to my fellow students.

My previous advising experience was as a Student Academic Advisor. Conversations I had in this position have lent me experience in talking to individuals about personal topics that they may be vulnerable about. In such a high-achieving academic and extracurricular environment like Whitman, I understand how one's level of participation or understanding of professionalism may influence belongingness and self-regard. Furthermore, when factors like paying jobs are on the line, there are more basic needs at stake. Additionally, I learned how to comfortably provide feedback to first years on topics like scheduling and healthy academic practices. I believe my experience in this kind of supportive engagement will have prepared me well for the communicative responsibilities of an SCA.

While writing for the *Whitman Wire*, my organizational skills and ability to balance and prioritize tasks has developed exponentially. Additionally, through planning and facilitating three source interviews each week, I learned how to be comfortable speaking to people I may not know very well while also asking productive questions. These experiences have helped me in establishing my interpersonal communication skills while delegating time between my duties as a student and member of extracurriculars. I believe my developed comfort level with communication and task management will allow me to fully take on SCA responsibilities to best guide students.

I believe that these skills make me well-suited to advise students as they take on professional pursuits. As a student who has directly benefited from the resources the CCEC offers and the guidance of previous SCAs, I am excited for the potential to support new students and their goals in similar ways. Thank you for considering my application for the Student Career Advisor, I look forward to hearing from you. You can reach me at PHONE NUMBER and EMAIL for any future correspondence.

Sincerely,

First Name Last Name