

December 11, 2020

Nathan Riley

Manager of Residence Life
Residence Administration Building
A1001 8888 University Drive
Burnaby BC, V5A 1S6

Dear Mr. Riley,

Please consider my application for a Residence Life Coordinator position at Simon Fraser University, as advertised on the SFU website. I will graduate from the University of British Columbia in May 2020 with a Bachelor's of Science. I have had the privilege to be quite involved with Residence Life at UBC and am looking to continue this professionally.

As described in my resume, I have worked within Residence Life at UBC for over three years in a variety of positions. I first became interested in the field with my first position of Residence Advisor. In this role, I had the opportunity to deliver the residence life experience to both first-year and upper-year students, domestic and international students, and students from diverse ethnocultural backgrounds. I developed skills in conflict management, crisis response, community building and so much more.

I further developed these skills through my position as a Senior Residence Advisor. In this role, I additionally oversaw a team of eight part-time Residence Advisors. I provided support with programming, crisis situational response, and conflict management. I have additionally worked as an Administrative Assistant for several of the Residence Life Managers at UBC. In this role, I oversaw the budgets of several residence areas with 1000+ student beds. This included receiving reimbursement requests, processing them, writing checks, tracking them, and completing the monthly financial reconciliations. I reviewed documentation such as incident reports, weekly reports, and warning logs, reporting any significant concerns to my assigned Residence Life Manager.

I have further developed skills that are essential to a good Residence Life Coordinator, such as project management; I currently hold the designation of Certified Associate Project Manager (CAPM) from the internationally accredited Project Management Institute. My various volunteer positions, such as my involvement with the National Association of College and University Residence Halls has furthered my experience in the field of Residence Life and allowed me to gain key skills in policy, finance, and public relations. I am dedicated to improving the residence experiences for students, and appreciate your time in considering my application.

Best,
Mitchell Prost