

2205 Lower Mall
Mailbox #5
Vancouver, BC
V6T 1Z4

April 5, 2022

Student Services
1874 East Mall
Vancouver, BC
V6T 1Z1

To Whom It May Concern,

Please consider my application for the Graduate Project Assistant position in Enrolment Services as advertised on March 11 on Work Day. I will graduate from the University of British Columbia in April 2023 with a Bachelor of Computer Science degree. My current supervisor, Kim Sicoli, encouraged me to apply for this position.

As you can see from my enclosed resume, for the past year I worked as a Project Assistant in Enrolment Services on the Financial Wellness team. This experience, combined with my previous experiences working with a wide audience, has given me the knowledge and skills to engage with students' expectations and needs for equity, diversity, and inclusion.

As a Project Assistant on the Financial Wellness team, I have worked with the Beyond Tomorrows Scholars community. I have researched and designed content with a Black Canadian Student lens. I am confident that I can assist in developing additional content and visual material required in this position. I am prepared and excited to take on the additional responsibilities of this role and I wish to challenge myself creatively in collaboration with the Equity in Adjudication Working Group.

If my background meets your needs, I would appreciate the opportunity to further discuss with you how I could contribute to the Graduate Project Assistant position. Please feel free to reach out to me via email at katherine.chan@ubc.ca or any weekday after 5:00 PM at (778) 751-1238.

Sincerely,

A handwritten signature in black ink that reads "Katherine Chan". The script is fluid and cursive, with the first name and last name clearly distinguishable.

Katherine Chan

Enclosure: Resume