



Referee: xxxx

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September 17, 2024

Mr. Juan Sebastian Roa Head of Development and Communications 4110 Kansas Ave NW
Washington, DC 20011

Dear Mr. Juan Sebastian Roa:

I recently located the Communications Intern position with the Spanish Education Development (SED) Center through the University of Maryland's job and internship database, Handshake. I am a second-year student majoring in communication and intend to minor in Spanish Language and Cultures, which is my native language. I am interested in this position because it represents a convergence of both of my interests - education through media, particularly social media, and the Spanish language and culture. I have strong written and verbal communication skills and extensive experience using social media platforms to boost the engagement of campus-wide student organizations.

I am excited for the opportunity to apply these skills to further the mission of SED in the role of Communications Intern. I have had several opportunities to refine and strengthen my written and verbal communication skills. For example, as a Teaching Assistant for an Introduction to Communication course at the University of Maryland, I had the opportunity to collaborate with an instructor professor to tailor the curriculum to meet student's needs, as well as liaise between the professor and a class of 30 students.

Furthermore, I graded papers and helped students identify areas of improvement in their writing, led group discussions, and took advantage of the opportunity to present to the class the role of language and communication in today's global society. Similarly, I have also developed competency with using several social media outlets. This past year, I was the public relations and social media chair for a student organization - the Undergraduate Communication Association (UCA). Independently, I developed a strategic 1-year plan that detailed how TikTok and Instagram could be utilized to engage more people on campus. Our end-of-year report showed that this plan resulted in a 70

I am very excited to bring these communication and social media strategizing skills to the Spanish Education Development Center, whose mission truly represents the kind of work I hope to contribute to in my career. I look forward to hearing from you regarding the next steps in the application process.

Sincerely,

Example Signature

xxxxxxx,

Professor in the Department of XXX,
Hong Kong University of Science and Technology
PhD in Computer Science, University of Maryland, College Park