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Kara M. Kurczeski

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University of Michigan
Office of LGBT Affairs
3200 Michigan Union
530 South State Street
Ann Arbor, MI 48109-1308

February 1, 2008

Dear Gabriel C. Javier,

I am very excited to have the opportunity to apply for the open Assistant Director position with the Office of LGBT Affairs at the University of Michigan, which I discovered through the American College Personnel Association.

I offer you the crucial skills needed to succeed as an Assistant Director at your institution. My rigorous Master's program in combination with two different graduate assistantship experiences has provided me with the necessary framework and tools to be an effective student affairs practitioner. My experiences in many areas from LGBT student services, residential life, women student services, to fraternity and sorority life and international student services, I feel that I possess a wide range of familiarity and understanding of the student affairs profession, but especially within an intercultural perspective. Designing and implementing a core set of services for the LGBT Resource Center, building close relationships with members of several multicultural student organizations and creating and presenting workshops gave me a strong understanding of the needs of today's diverse student population. Not only have I strengthened my own leadership, advisory, and teambuilding abilities, but I have also had the opportunity to facilitate others in developing these qualities of their own.

My combined experiences from assistantships, internships, to committees and professional development have allowed me to build strong bonds among faculty, staff, and students. I look forward to continuing and expanding upon these experiences as I take on future endeavors. I am certain that I have the enthusiasm, dedication, and experience to go above and beyond the challenges that this new position requires.

I look forward to speaking with you in the near future about this great opportunity. If you have any comments or questions feel free to contact me at any time. Thank you kindly for your consideration.

Sincerely,

Kara Kurczeski
Graduate Assistant, LGBT Resource Center
Grand Valley State University