To: Dr. Kate Mangelsdorf  
From: Jennifer Falcon

Date: April 9, 2015

Subject: Rhetoric & Writing Studies Assistant Director

Dear Dr. Mangelsdorf,

I would like to formally request that you consider me for the Assistant Director position in the Rhetoric & Writing Studies. I believe that I possess the skills necessary to be successful in the position, and as a result bring my previous experience, and specific skillset to the position in an effort to maintain the trajectory of the program.

As an undergraduate I was an executive board member of Alpha Psi Lambda, Alpha Chapter, for three years. My responsibilities included planning social events for members, which included weekly dinners, formal dances, activities that strengthened leadership skills, and reaching out to the Hispanic and/or Latino faculty on campus to set up meetings between faculty and membership in an effort to better retention rates. These specific types of meetings may not be as obviously needed here at UTEP, but as the program grows, and students, like myself, from areas outside of El Paso choose to attend UTEP I think it would be beneficial to foster relationships outside of the classroom between students and our professors.

In addition to my experience planning social events, and reaching out to faculty members I am proficient, and comfortable building and maintaining websites, editing videos, and using Photoshop to create informational flyers. During the 2011 – 2012 school year I served as President of the Bilingual Creative Writing Student Organization for one year while in the MFA Creative Writing program at UTEP. Therefore, I am familiar with the process of reserving space at UTEP to host events on campus.

I have worked as a social media intern for a production company in Los Angeles, and a social media consultant for a small magazine based in Los Angeles. Knowledge of social media can help promote events put on by our department at UTEP, but also to raise awareness about the RWS program around the country.

I believe that my experience and skills would allow me to fulfill all of the responsibilities that the position demands. I appreciate you taking the time to consider me for the position, and I am thankful for the opportunity to apply.

Sincerely,

Jennifer Falcon