To: The staff faculty and staff of the MPA Tribal Governance

Subject: Cover letter in response to work study position for Graduate assistant

It would be my honor and privilege to assist faculty and staff to coordinate instructional efforts. I am capable of typing course materials, documents, media, and presentations. I feel confident in moodle applications, albeit from a student’s perspective. It would be my pleasure to contribute some of my own experience, while remaining teachable. Working within the chemical dependency field has broadened my knowledge base in being an effective team player, and I feel I could be an asset to the MPA Tribal Governance administrative staff . I do not know the MPA handbook procedures and policies; however I certainly could competently learn and apply these principals.

I would be overjoyed at the opportunity to learn valuable skills surrounding the administrative side of teaching, especially in a wraparound program like the MPA Tribal governance. I have passable office skills, and am proficient with fax, copiers, scanners ect. I have excelled in course work while being a student at The Evergreen State College and bring with me a steadfast and level headed demeanor which is easily accepted by peers. I have often taken point on group projects, but am just as comfortable following someone else’s lead.

I feel at ease in a group setting, however can work well alone. I am comfortable with visual and speaking presentations, and have learned good communication skills both in person and over the phone. I am an organized and ethical worker who cares deeply about the quality of work I produce. I would like to think I am a warm and inviting person who comes from a challenged background; this is not a liability, but lends insight into being an inclusive individual who communicates well across borders and differences. I am excited about this learning opportunity, and feel as though there is much to learn from the faculty and staff; I would come to you with an open mind, eager spirit, and good heart.

Thank you for your greatest considerations

Margaret “Miki” Cabell