

NICK HILLYARD

Career Coach



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Berkeley, CA

To Randell Hosey

University of California

Dear Hiring Manager,

I am writing to express my interest in the Career Coach position at the University of California. As a seasoned career development professional with over 5 years of experience, I am confident that my skills and achievements make me a strong candidate for this role.

In my current role as a Career Counselor, I have had the opportunity to work with students from diverse backgrounds, helping them identify their career goals and develop strategies to achieve them. I have also conducted numerous workshops and seminars on resume writing, interviewing techniques, and networking, which have received positive feedback from both students and faculty.

My biggest achievement as a Career Coach has been my ability to guide students towards their dream careers. Through personalized coaching sessions and mock interviews, I have helped students secure internships and full-time positions at top companies in various industries. In addition, I have also successfully organized career fairs and employer networking events to connect students with potential employers.

One of my best qualities is my ability to build strong relationships with students and understand their individual needs and aspirations. I firmly believe that each student has unique strengths and talents, and it is essential to tailor career development strategies accordingly. With excellent communication skills and a compassionate approach, I have been able to establish trust with my clients, resulting in their personal and professional growth.

I am excited about the opportunity to bring my expertise to the University of California and contribute to the success of its students. Thank you for considering my application. I look forward to discussing how I can be an asset to your team.

Sincerely,

Nick Hillyard