

5 Horreya Street,  
Nasr City, Cairo  
Tel: 3346-8756

March 5, 2020

Mr. Mark Smith  
Administrative Director  
Egyptian American School  
20 Dorra Street, Mokattam,  
Cairo, Egypt

Dear Mr. Smith,

I applied to Egyptian American School for the position of Academic Advisor that was announced at the Fall 2020 Employment Fair at the American University in Cairo. Our talk about your school and your students increased my interest in joining your team and I would like to follow up on the status of my application.

My previous experience as a career counselor gave me the chance to develop and build on the functions of career planning, personal and academic counseling, as well as giving training to teachers and staff. In addition, my social activities required dealing with a lot with teenager regarding their different problems and concerns. My strong interest to help and care for people will certainly allow me to meet your expectations. Please find enclosed a copy of my resume for further details on my qualifications.

I would like to assure you of my interest in working with you. I will call you in one week to get your feedback. Please call me for any further inquiries.

Thank you for your time and consideration.

Sincerely,

Ghada Badran

Enc.: Resume