

Roberto Cruze

9278 E Corte Arroyo Norte
Tucson, AZ 85710
909-762-9286

Roberto.Cruzesparza@gmail.com

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Dear Search Committee,

It is my pleasure to write to you to express my interest in the College of Agriculture & Life Sciences (CALs) Coordinator, Recruitment Position at the University of Arizona. I strongly believe I am an exceptional candidate for this position as a result of my education, interpersonal skills, recruitment and program coordination experiences working with highly diverse students. I believe that through my professional roles I have gained experiences and transferable skills, giving me the ability to be highly effective within this position.

I received my Bachelor's degree from Northern Arizona University in Interdisciplinary Studies – Biology Emphasis and my Master's Degree in Student Affairs and Higher Education from Colorado State University (CSU). At Northern Arizona University (NAU), I worked for the Office of Undergraduate Admissions as an Admissions Officer, recruiting and matriculating diverse students. Through my time at NAU I learned many transferable skills such as, active communication, administrative effectiveness, and advising skills.

While at CSU, I worked with a wide array of diverse students, organizations and departments, allowing me to gain a plethora of knowledge, skills, and abilities. Working in Housing and Residence Life has allowed me to continue to improve on my communication skills through my work with students in emergency crisis situations, parents, and students with academic concerns. Throughout my career I have worked intentionally and individually with students to ensure their vision of success in both current and future endeavors can be achieved. I have consistently received feedback applauding my ability to connect with and build strong relationships with students throughout campus, which I believe would be a great skill for me to bring to your team.

As an Admissions Officer at NAU and a Community Director at the University of Arizona, I have created opportunities for me to develop training workshop curriculum, present workshops and presentation while also being able to assess their effectiveness. These experiences have allowed me to be intentional, forward thinking, and adaptive to change in order to best educate and serve the student I have been fortunate to work with. Additionally, through my work with various student organizations such as Hall Councils, Omega Delta Phi Fraternity, Inc., and the NASPA Undergraduate Fellows Program (NUFP), I have personally advised highly diverse students through organizational and individual meetings on a myriad of aspect in their lives including but not limiting to personal conflicts, academics, study habits, financial preparation, student engagement and more.

I strongly believe I am an exceptional candidate to fill the CALs Coordinator, Recruitment Position due to my education, exceptional interpersonal skills, my experiences working to recruit highly diverse students and my complete fluency in both English and Spanish. I would like to thank you for your most serious consideration for the College of Agriculture & Life Sciences Coordinator, Recruitment Position and hope for an opportunity to share more assets I will bring to your team. If you have any questions, please feel free to contact me via phone at 909-762-9286 or email at Roberto.Cruzesparza@gmail.com. Thank you again for your time and the opportunity to apply for this position.

Sincerely,

Roberto Cruze