

**Magdalena Surma**

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Dear YATA national chapters,

I am interested in applying to be a Secretary General of the YATA Executive Board. Over the past year, I had an opportunity to complete an internship at the NATO Association of Canada. This is where I worked as a Program Editor for Global Horizons, Canada's NATO Podcast Contributor, Outreach Coordinator, and Project Coordinator. I have experience interviewing diplomats, government officials, academics, and media experts. In addition, I have experience organizing and managing major conferences and events. As the NATO Association of Canada's Project and Outreach Coordinator, I have communicated with various diplomats, journalists, businesses and members of the media. I am interested in this position because it will provide me with an opportunity to continue working on coordinating, managing, and organizing events while being an active member of the Youth Atlantic Treaty Association.

My education and previous work experience have taught me the importance of time management, effective communication, and multitasking. I always approach a new team by first getting to know their needs and goals so that I can tailor my approach to ensure success. I encourage an interactive and energetic working atmosphere and am confident that I would be well suited to working within your environment.

My volunteer experience, described on my resume, is the best example of my strength in working with a team, working with tight deadlines, and managing multiple projects. Throughout my university career, I worked on various research projects at the University of Waterloo. As a research assistant at the University of Waterloo, I helped professors prepare research, assisted with the development of experimentation, and interviewed students throughout the research process. During the summers of 2007 and 2008, I attended Harvard Summer School. This is where I worked at the John F. Kennedy School of Government and the William James Kosslyn Neuroscience and Cognition Laboratory. Both positions required me to actively be engaged with members of the community.

The enclosed resume provides an outline of my education and work experiences. My resume will give you a list of my task descriptions and my interests but cannot adequately express my passion and enthusiasm for working in the field of communication and event planning. I hope that I can do so in an interview, at your convenience. I appreciate your consideration of my application.

Sincerely,  
Magdalena Surma