

9291 NW 114th St
Hialeah Gardens, FL 33018

July 10, 2026

Recruiting Manager
University of Central Florida
Academic Program Quality
Research Pavilion, Suite 220
Orlando, FL

Dear Recruiting Manager:

I am writing to apply for the UCF Academic Program Quality Undergraduate Student Assistant position at the University of Central Florida. I am currently a Computer Science major at the University of Central Florida, and I hope to pursue a career in software engineering and game development. I am eager to expand my organizational, administrative, and professional communication skills while supporting the university community. My strong organizational skills, desire to work and lead teams, and analytical thinking ability will allow me to be a strong contributor to the Academic Program Quality team at UCF.

I am particularly drawn toward the Undergraduate Student Assistant position at UCF Academic Program Quality because it will give me the opportunity to enhance my skill set in office administration, academic support, and digital accessibility in an environment that values professionalism, teamwork, and attention to detail. I am eager to use my prior experience with technology support and organization to assist UCF Academic Program Quality in its mission to support academic program quality and institutional excellence.

My experiences with IT support and leadership have prepared me to be a successful Student Assistant. As an IT Technician Intern, I was responsible for troubleshooting computer systems and documenting technical issues and solutions. Through this experience, I learned attention to detail, professionalism, and effective communication, which I know will be especially valuable in my work for UCF Academic Program Quality. After working as an IT Technician Intern, I have developed a strong background in organization, technical documentation, and problem-solving and am prepared to work with students, faculty, and staff from all cultures and backgrounds. Additionally, my work as President of the IT Club has taught me about leadership and collaboration. In particular, my experiences with technical documentation and organization will help me effectively support office operations and academic processes at UCF Academic Program Quality.

As a UCF Academic Program Quality Undergraduate Student Assistant at UCF, I am excited about the opportunity to support academic initiatives while continuing to develop my professional skills. I am confident that I have the organizational, communication, and problem-solving skills to succeed at UCF Academic Program Quality. I would welcome the chance to discuss my qualifications with you in greater detail. Please do not hesitate to contact

me by email at luis.lovera2026@gmail.com or by phone at (305) 890-5781. Thank you for your time and consideration.

Sincerely,

Luis E. Lovera