

Dear Members of the ISA RSU,

I am writing to express my interest in the position of **Assistant for Academic Affairs** within the International Student Association. As a medical student at Riga Stradiņš University, I have come to understand both the challenges and strengths of our diverse academic community. I want to use this opportunity to help improve communication between students and the academic administration, ensuring that every international student feels heard, supported, and empowered in their studies.

besides my academic life, I create educational and lifestyle content on social media, where I share insights about studying medicine abroad and life at RSU this experience has strengthened my communication skills and taught me how to engage with a wide audience which is a valuable asset when it comes to representing student voices and delivering important academic information effectively.

In addition, my previous experience as a **purchasing manager** has developed my **negotiation and organizational skills**. I have learned to manage responsibilities under pressure, coordinate with multiple stakeholders, and find practical solutions that are all qualities that I believe are essential for this role within ISA.

As Assistant for Academic Affairs, I aim to foster open communication, organize informative sessions, and address academic concerns promptly and fairly. My goal is to help create an environment where students can focus on learning and growing, knowing that their academic needs are supported.

I am confident that my background in management, communication, and student life will allow me to make a meaningful contribution to the ISA team. Thank you for considering my application. I look forward to the opportunity to serve and support our international student community.

Sincerely,

Rashad Alam Khan

3rd semester

Medical Student, Riga Stradiņš University