



To the Student Senate of the University of Notre Dame du Lac,

We respectfully request your consideration in confirming **Eileen Burger** to serve as the **Student Union Secretary** in the Executive Cabinet for the upcoming 2024-2025 term.

Eileen is a first-year student studying Finance and Global Affairs with a minor in Music. On campus, she is currently living in Badin Hall but is originally from Oklahoma City, Oklahoma. During her first year at Notre Dame, her favorite memory has been watching a movie with her friends after one of their formals. In the role of Student Union Secretary, Eileen will work to ensure that all internal Student Government meetings are running smoothly and provide support to Student Government as a whole. In her free time, Eileen plays field hockey on the club team, works at Starbucks, and serves as a part of Badin's Campus Connections, which works on planning events with all the other residence halls on campus.

As the Student Union Secretary, Eileen will faithfully execute the duties of her office, which include but are not limited to:

- Facilitating the distribution of information to all branches of the Student Union including Senate, Executive Cabinet, the Executive Committee, and Campus Life Council.
- Maintenance of the Student Union's public records and archives.
- Ensuring that public records are made available and accessible to the university's students, faculty, and staff.
- Preparation of minutes for the meetings of all aforementioned branches.

In addition to being a hard worker and highly organized, Eileen is energetic, kindhearted, and thoughtful. Given her past leadership experience and overall attitude of excitement toward involvement in Student Government, we are confident that Eileen is more than capable of performing the role of Student Union Secretary. Her desire to make a difference at Notre Dame and her love of the Student Body will propel her to accomplish great things during her term.

Thank you for your time and consideration.

Respectfully submitted,

M. Dawson Kiser, Jr.

*Student Body President-Elect*

Maeve K. Miller



*Student Body Vice President-Elect*