**Vishnu Sundhan**

**M.S. in Computer Science**

**New York University**

**To:**

**New York University Office of Undergraduate Admissions**

**Subject: Application for Graduate Admissions Assistant Position**

**Dear Hiring Team,**

**I am excited to apply for the Graduate Admissions Assistant (GAA) position within the NYU Office of Undergraduate Admissions. As a current graduate student in Computer Science with strong communication skills, a passion for fostering inclusivity, and a commitment to excellence in service, I am eager to contribute to guiding prospective students and their families through the college admissions journey.**

**The skills and experiences that align with this role include:**

**Strong Communication and Presentation Skills:**

**During my tenure as Chairman of the IEEE Computer Society, I frequently conducted engaging presentations, workshops, and guest lectures. Additionally, I have experience delivering hands-on Python training sessions to diverse audiences, refining my ability to present complex information in an accessible manner.**

**Customer Service and Team Collaboration:**

**My role as a team lead during my final year project required constant interaction with Professors and teammates, ensuring clarity and satisfaction at every stage. I also developed strong interpersonal skills through collaborative projects like the Kaggle ML Olympiad, where our team achieved notable success.**

**Event Representation and Management:**

**As a former organizer of chess tournaments and technical symposiums, I managed event logistics, registration, and on-the-day coordination. This background equips me to effectively represent NYU at recruitment events, including Open Houses, college fairs, and virtual sessions.**

**Operational and Organizational Proficiency:**

**My experience as a Python Developer Intern and various leadership roles has honed my ability to manage operational tasks such as data entry, record maintenance, and handling sensitive information with accuracy and confidentiality.**

**Professionalism and Adaptability:**

**Balancing multiple responsibilities, including research, internships, and extracurricular commitments, has instilled in me a strong work ethic and the ability to adapt quickly to new challenges and environments.**

**I am available to dedicate the required 12-15 hours per week during the semester, with flexibility to extend availability in the summer. I am also open to attending weekend and evening sessions as part of this role. The Graduate Admissions Assistant position offers a unique opportunity to merge my passion for education, event management, and community engagement with my professional skillset. I am enthusiastic about representing NYU’s values and contributing to its mission of fostering an inclusive and dynamic academic community.**

**Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with this role.**

**Sincerely,**

**Vishnu S**