

Armaan Sood
1812 S Hardy Dr
Tempe, AZ 85281
+1 (480) 979-8092
asood22@asu.edu

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UH Facilities
Arizona State University
Tempe, AZ

Dear Hiring Manager,

I am writing to express my interest in the position of Facilities Specialist: Tempe (FWS Eligible) at Arizona State University. As a dedicated student deeply engaged in the campus community, I am excited about the opportunity to contribute my skills and experience to enhance the living environment for all students.

My experience at ASU has equipped me with a strong understanding of campus resources and a commitment to serving a diverse population. Being in good standing with University Housing and Student Rights and Responsibilities, I am well-prepared to uphold the standards and expectations of this role. I am available to work weekends, university breaks, and holidays, ensuring reliable support when it is most needed.

I possess strong computer skills, allowing me to quickly adapt to any administrative tasks required of the position. Additionally, my excellent verbal and written communication skills have been honed through my previous customer service roles, where I learned the importance of exceptional phone etiquette and actively listening to address inquiries efficiently. My desire to learn and ask questions ensures that I remain informed about our community's needs and resources.

In my previous positions, I have excelled in collaborative environments, working effectively within teams to achieve common goals. I understand the importance of role modeling exceptional Sun Devil Service Standards and am committed to fostering a positive and welcoming atmosphere for all residents.

As a Facilities Specialist, I would take pride in serving as a resource for students regarding both hall and campus communities. I am detail-oriented and dependable, with a strong ability to identify and report issues such as vandalism, broken signs, and maintenance concerns. My commitment to maintaining a clean and safe environment extends to checking sanitary conditions in community areas, allowing for a conducive living space for all.

I am enthusiastic about the opportunity to act as a liaison between students and the greater ASU community. Thank you for considering my application; I look forward to discussing how I can contribute to the Facilities team and help enhance the student experience at Arizona State University.

Warm Regards,
Armaan Sood