Jayanth Kumar
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Dear Mr. Mead,

I am writing to express my interest in the Graduate Assistant position with the EOP Tutorial Center at Binghamton University. I am currently enrolled as a full-time graduate student and am eager to contribute to EOP's mission of supporting students through academic guidance, mentoring, and structured learning environments.

I am particularly drawn to this role because of its focus on academic support, staff coordination, and student mentorship. Through my academic, leadership, and professional experiences, I have developed strong organizational, communication, and time-management skills. I have experience coordinating schedules, maintaining records, assisting with reporting, and supporting team-based operations in structured environments. These skills align well with the responsibilities of assisting with daily tutorial center operations, staff coordination, and assessment activities.

In previous leadership roles, I have mentored peers, coordinated group activities, and supported collaborative learning environments. In professional settings, I have worked closely with teams to manage tasks, maintain documentation, and ensure timely follow-up on responsibilities. These experiences have prepared me to support front desk managers and tutorial staff, assist with training and workshops, and contribute positively to the overall functioning of the EOP Tutorial Center.

I am motivated, detail-oriented, and committed to supporting students in achieving academic success. I would welcome the opportunity to bring my skills and dedication to the Graduate Assistant role and to further contribute to the mission of the Educational Opportunity Program.

Thank you for your time and consideration. I look forward to the opportunity to discuss my application further.

Sincerely,
Jayanth Kumar