**Praful Patil**

214-876-4917; [pvp220001@utdallas.edu](mailto:pvp220001@utdallas.edu)   
https://www.linkedin.com/in/prafulpatil659

July 7th, 2023

UT Dallas – Office Information Technology

Richardson, TX 75080

Office Information Technology:

I am writing to apply for the Student Support Analyst position at the Office of Information Technology. Currently a master’s student in Business Analytics at the University of Texas at Dallas, my prior roles as Operations Analyst and Project Intern have equipped me with critical skills relevant to this position.   
  
My experience includes improving process flows, optimizing production processes, and reducing unproductive tasks, all of which required strong problem-solving skills and attention to detail. These experiences, combined with my ability to manage multiple tasks, make me a strong candidate for this front desk role.   
  
Moreover, my work as a Project Intern at Molex India Pvt. Ltd. and Mahindra Electric Mobility Limited exposed me to a hands-on approach to process optimization, boosting efficiency, and reducing downtime. This experience cultivated a strong foundation in identifying and addressing potential process inefficiencies.  
  
Lastly, it's worth noting my aptitude for embracing challenges and adapting to new situations. I have continually sought out opportunities to grow and learn, resulting in a diverse skill set and a flexible approach to problem-solving. I am confident that this adaptability will allow me to thrive in the dynamic environment of the Office of Information Technology.  
  
I also bring a track record of excellent communication and customer service skills, honed through my professional experiences and community involvement. I appreciate your consideration and look forward to the possibility of contributing to your team. I can be reached at 214-876-4917 or [pvp220001@utdallas.edu](http://pvp220001@utdallas.edu) for any further discussion.

Sincerely,

Praful Patil

Praful Patil

UTDallas Graduate Business Analytics Student

Enclosure