Yichun Liu

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May 22nd

Dear staff at the NYU Leadership Initiative,

I am Yichun Liu who will graduate by May 2020. My major is Management and Systems, and I am very interested in the position you offered as a graduate assistant who supports and contributes to the daily operation during this summer. As you addressed in the job requirement, the graduate assistant must commit 15 to per week as preferred. Gladly, my schedule can perfectly fit in this demand.

What makes me stand out from the rest of candidates are my profession, passion, and personality. I am interested in this position because I have advanced data analysis skills, research skills, visualization skills, and interpersonal skills. I train and advance those skills in my current project worked with Dr.Fortino as a data analyst assistant. The project, TestPrep, is aiming to enhance test performance with Machine Learning assistance, helping student to maintain a better balance between study and work. During the preparation, I researched not only the current implementation of AI and machine learning in the education landscape but also available algorithms that can be applied in our mathematical model. Then, I analyze the data collected in lectures for further information exploration.

Furthermore, I have sufficient knowledge of using Excel, PowerPoint, and Tableau, which can create meaningful, insightful, and vivid visuals facilitating information exchange among stakeholders in presentations. So far, I’ve developed a good interpersonal skill as well from my pervious working experiences at Siemens as a marketing analyst. Back to then, I acted as an agent in between Siemens and Shenzhen manufacturers using the products to sooth the communication processes. During that experiences, I acquired active listening and communicating techniques.

Additionally, I am proactive, positive, ethical, responsible, and devoted to the work. I am eager to make a difference to help and cultivate students improving their leading skills. As an active member in NYU, helping people and communities gives me satisfaction and fulfillment.

Thanks for your time and consideration,

Yichun,