Yichun Liu

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May 14th

Dear staff at the NYU IT Infrastructure IT Resiliency team,

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 business analyst during the summer and fall semesters. As you addressed in the posted job requirement, a business analyst works approximately 15 to 20 hours in fall semester and 35 hours in the summer section. Gladly, my schedule can perfectly fit in this demand.

I am interested in this position because I find my passion and curiosity in project management field after taking the project management class in the recent semester. I learned how to view things in a bigger picture. For example, project manager must evaluate the project schedule, scope, budget, quality, and risks at the same time in order to guarantee the deliverables can meet client requirements within the limited time, resources, and efforts. Thus, I strongly believe that the knowledge gained from my project management class can facilitate and guide me in my working processes if I can get this working opportunity. Additionally, I would like to apply my fundamental knowledge and get hands-on working experiences before graduating from NYU and starting to look for full-time job as project manager.

Another advantage I possessed is the understanding of basic IT terminology, such as database migration, relational database, and scheme migration. The storage of these terminology helps me a lot when note-taking is mandatory in meetings or conferences. Also, I am a quick learner with ability to ask proper questions. I would like to solve problems and issues sooner than later because piling problems up can only lead to a bigger issue or more complicated situation. Personally, I choose to ask my question during a short break in the conversation to get clarified.

Finally, I sincerely want to sharpen my professional skills as a project management assistant or business analyst and get well prepared in my future career path.

Thanks for your time and consideration,

Sincerely,

Yichun,