

COVER LETTER

Date: January 13, 2026

Dear Hiring Manager,

I am a recent Master's graduate in Computer Science with hands-on experience applying AI-powered tools and data systems in real-world, high-performance business environments. Through my professional experience, I have worked closely with cross-functional teams—including finance, operations, compliance, research, and executive stakeholders—to translate complex technical concepts into practical, easy-to-adopt workflows. I regularly use modern AI tools and large language models to support writing, summarization, research, analysis, and planning, with a strong emphasis on improving efficiency, clarity, and decision-making rather than replacing human expertise.

I am particularly drawn to this role because it offers the opportunity to embed directly with teams and help normalize AI adoption through hands-on coaching and real-time guidance. I am comfortable working in executive-level environments, enjoy teaching and mentoring non-technical users, and strongly believe that AI is most effective when it amplifies people's capabilities. With my AI fluency, strong communication skills, and passion for practical enablement, I am excited about the opportunity to help your organization integrate AI meaningfully into everyday workflows.

Yours Faithfully
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