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School of Engineering and Science Operations  
Supervisor  
Office of Student Life  
Stevens Institute of Technology  
Hoboken, NJ, 07030

Dear Robert Gonzales Jr,

I am writing to express my interest in the Graduate Student Office Assistant position at the Schaefer School office of the Dean. As a current graduate student pursuing master's in data science at Stevens Institute of Technology, I am eager to contribute my administrative skills to support the Office of the Dean while gaining valuable experience in a dynamic academic environment.

In my previous experiences, I have developed a strong foundation in office administration, including clerical tasks such as scanning, scheduling, and data management. My technical proficiency allows me to troubleshoot basic IT issues, perform internet research, and manage tasks efficiently. Furthermore, I am highly organized, detail-oriented, and capable of managing multiple responsibilities effectively, which aligns well with the needs of this role.

Additionally, I am confident in my ability to provide backup support to the Executive Assistant and Administrative Assistant, as well as to contribute to project-based work. My interpersonal skills enable me to work well in a team and communicate effectively with staff, faculty, and students alike.

I am excited about the opportunity to work with the Schaefer School of Engineering and Science, and I believe my skills and experience will allow me to contribute positively to the office. I look forward to the possibility of discussing how I can contribute to your team.

Thank you for considering my application. I am available at your convenience for an interview and can be reached at 5513313971 or aparate@stevens.edu.

Sincerely,

Akshay Parate