

Akshay Parate

(551) 331-3971 | aparate@stevens.edu

[LinkedIn](#) | [GitHub](#)

October 18, 2024

Hiring Manager

College of Professional Education

Stevens Institute of Technology

Castle Point on Hudson

Hoboken, NJ 07030

Dear Hiring Manager,

I am writing to express my interest in the Graduate Student Assistant position at the College of Professional Education at Stevens Institute of Technology, as advertised. As a full-time graduate student pursuing my Master's in Data Science, I am enthusiastic about the opportunity to contribute to the administrative needs of the College while further developing my organizational and communication skills.

During my academic career, I have gained significant experience in multitasking and managing various responsibilities, from coursework to group projects. I have also held prior administrative roles that involved tasks such as answering phones, greeting visitors, organizing files, and managing general office duties. My attention to detail, combined with my proactive approach to completing tasks efficiently, ensures that I will be able to contribute effectively to your team.

In addition to my administrative experience, I possess strong interpersonal skills, which I believe are crucial in maintaining a welcoming and professional environment for visitors and students. I am confident that my background and dedication will enable me to support the College of Professional Education's operations successfully.

I am excited about the possibility of working with your team and contributing to the Stevens community. I welcome the opportunity to further discuss how my skills and experiences align with the requirements of this position.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

Akshay Parate