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Systems & Enterprises Administrative Support
Supervisor
Office of Student Life
Stevens Institute of Technology
Hoboken, NJ, 07030

Dear Joy,

I am writing to express my interest in the Graduate Student - IT/Office Support position at the School of Systems and Enterprises. As a Data Science master's student I have a strong background in technology, excellent organizational skills, and a commitment to providing high-quality customer service. I am excited about the opportunity to contribute to the technical and operational needs of faculty and staff.

In my academic and professional experience, I have developed advanced technical proficiency across various operating systems and applications. I am highly skilled in troubleshooting and configuring computers, including wireless network setups on both Mac OS and Windows systems. My familiarity with VPN and RDP configuration, as well as experience with web content management systems like HTML and Dreamweaver, has equipped me to address a wide range of IT challenges efficiently.

Additionally, I am proficient with the entire suite of Microsoft Office programs, including Excel, Access, PowerPoint, Outlook, and Word, as well as various email clients like Outlook, Mac Mail, and Thunderbird. I also have hands-on experience with web conferencing tools such as WebEx and Wimba, making me well-prepared to support virtual meetings and online collaboration.

I am eager to bring my technical expertise and customer service skills to the School of Systems and Enterprises and contribute to its smooth IT operations. Thank you for considering my application. I look forward to the opportunity to further discuss how my qualifications align with the needs of this position.

Sincerely,

Akshay Parate