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Janine Keith Alon
Career Services
Stevens Institute of Technology
Hoboken, NJ, 07030

Dear Janine,

I am writing to express my interest in the Graduate Assistant – Data Analyst position at the Stevens Career Center. As a Master's student in Data Science at Stevens Institute of Technology, coupled with my experience in data analysis and technical operations, I am excited about the opportunity to support the career center's mission of delivering data-driven insights that enhance student outcomes and employer engagement.

During my time as a Senior Consultant at LTIMindtree, I extensively utilized Excel to manage and analyze large data sets, applying formulas such as VLOOKUP, SUMIF, and pivot tables to derive meaningful insights. My experience with Python and SQL further enhanced my ability to perform advanced data manipulation, statistical analysis, and reporting, which aligns with the core responsibilities of this role. I also have strong experience in designing visually compelling PowerPoint presentations to communicate complex data trends, a skill I developed through preparing detailed reports for stakeholders in my previous role.

At Stevens, I have strengthened my data analysis expertise through courses such as Applied Machine Learning and Data Analysis using Statistical Methods, further honing my skills in managing and analyzing data with high accuracy and attention to detail. I am confident that my technical expertise, combined with my strong organizational skills, will allow me to contribute meaningfully to the collection and analysis of data for the Stevens Co-op Program, internship placements, and career outcomes reporting.

I am excited about the prospect of working closely with career center leadership to contribute to performance reports, dashboards, and ad hoc data requests, ensuring data integrity and confidentiality. My passion for supporting student success, combined with my data-driven approach, makes me eager to contribute to the Stevens Career Center team.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experiences align with the needs of your team.

Sincerely,
Akshay Parate