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Phillip Gehman
Disability Services
Stevens Institute of Technology
Hoboken, NJ, 07030

Dear Hiring Manager,

I am writing to express my interest in the part-time position responsible for providing notes and additional assistance to students with disabilities at Stevens Institute of Technology. As a current student enrolled in Data Science and carrying more than 6 credits, I am excited about the opportunity to support my peers and contribute to their academic success.

Throughout my academic career, I have developed strong organizational skills and a keen eye for detail—qualities that are essential for effective note-taking and providing comprehensive assistance. I understand the importance of clear, concise, and well-organized notes in enhancing the learning experience for students with disabilities. I am committed to ensuring that all students have equitable access to educational resources, and I believe this position will allow me to make a meaningful impact in this area.

In addition to my academic qualifications, I have experience working in team environments where clear communication and collaboration were crucial. My ability to listen carefully and respond empathetically would enable me to meet the specific needs of students requiring additional support. I am confident that my commitment to inclusivity, combined with my academic background, would make me an effective and reliable resource for the students I would assist.

I am eager to contribute to the supportive learning environment at Stevens and look forward to the opportunity to discuss how my skills and experiences align with the needs of this position. Thank you for considering my application.

Sincerely,
Akshay Parate