

Akshay Parate

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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 Assistant position at Stevens Institute of Technology. As a first-semester graduate student in the Data Science program, I am eager to leverage my industry experience and strong technical skills in support of your department's needs.

I bring over two years of professional experience, during which I developed strong proficiency in Microsoft Office 365, including Excel and Access, as well as Visual Basic. In my previous roles, I have used these tools extensively to streamline data management, automate processes, and improve overall efficiency in project execution. My background in data analysis and reporting aligns well with the responsibilities of this position, and I am confident that my skills will allow me to contribute meaningfully to the team.

I am excited about the opportunity to support the department while continuing to develop my professional skills. I would welcome the chance to discuss how my qualifications match the requirements of this position in further detail.

Thank you for your time and consideration. I look forward to the possibility of contributing to the continued success of Stevens Institute of Technology.

Sincerely,

Akshay Parate