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Stephanie Hios  
Supervisor  
Office of Student Life  
Stevens Institute of Technology  
Hoboken, NJ, 07030

Dear Stephanie,

I am writing to express my interest in the Weekend Event Assistant position at Stevens Institute of Technology. As a dedicated and organized student with a passion for event coordination and a strong commitment to supporting campus life, I believe my skills and experiences align well with the responsibilities of this role.

Currently pursuing my masters in data science at Stevens, I have developed excellent time management and communication skills, which are essential for assisting with event logistics and ensuring successful campus activities. My ability to collaborate with diverse teams, combined with my attention to detail, enables me to contribute effectively to the planning and execution of engaging weekend events for students, faculty, and visitors.

I would appreciate the opportunity to discuss how my skills and background align with the needs of the Weekend Event Assistant position. Thank you for considering my application, and I look forward to the possibility of contributing to the vibrant campus culture at Stevens.

Sincerely,

Akshay Parate