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09/16/2024

Graduate Studies Administration
Antonella Bove
Office of Student Life
Stevens Institute of Technology
Hoboken, NJ, 07030

Dear Antonella Bove,

I am writing to express my interest in the Graduate Student Office Assistant position within the Graduate Studies Administration at Stevens Institute of Technology. As a current graduate student pursuing my Master's degree in data science at Stevens, I meet the criteria for this role and am eager to contribute my skills in office administration, database management, and project support.

With a strong academic background and a GPA of 3.66, I have developed excellent written and verbal communication skills that will enable me to interact effectively with colleagues and assist in tasks related to office support. My experience with clerical and administrative procedures, including file management, form design, and general office operations, has equipped me to handle the responsibilities outlined in the job description efficiently.

I am highly proficient in Microsoft Office applications, including Excel and PowerPoint. I can create well-structured presentations, design user-friendly worksheets, and work with macros to improve efficiency. In addition, my knowledge of database management, including building and maintaining databases, aligns well with the requirements of this role. I am confident that my ability to manage large datasets, process applications using Salesforce, and work on special projects such as job skills workshops will contribute positively to your team's efforts.

The opportunity to support the administrative functions of the Graduate Studies department, particularly in ensuring smooth database management and handling special projects, excites me. I am confident that my skills and dedication will allow me to make meaningful contributions to your office.

I have attached my resume for your review and would welcome the opportunity to further discuss how my qualifications align with the needs of the Graduate Studies Administration team. Thank you for considering my application.

Sincerely,

Akshay Parate