Desmond Workman

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Jack H. Brown College of Business & Public Administration – Dean’s Office

California State University, San Bernardino

Dear Esteemed Faculty,

I am writing to express my sincere interest in joining the Dean’s Office Graduate Assistant Pool at California State University, San Bernardino. CSUSB’s culture and mission to serve and build community through education align closely with my values, and I would be honored to contribute to this environment. My professional and academic experiences have taken me across the country, allowing me to work with some of the largest and most forward-thinking organizations in the United States. With this background, I believe I can be a strong asset to the team and am well-suited for this role.

I hold a Bachelor of Arts in Information Science and eSociety from the University of Arizona and completed the Data Analysis and Visualization Boot Camp at the University of Texas at Austin’s McCombs School of Business. These programs equipped me with:

• Advanced skills in data analysis, research methodology, and information management

• Ability to analyze, synthesize, annotate, and clearly communicate any data or media essential to a project’s success

• Experience building and managing research databases and creating actionable reports for stakeholders

• Proficiency in conducting literature reviews, developing source materials, and compiling bibliographies

• Strong capacity for multifaceted research and analysis under tight deadlines

Working with organizations such as Tesla, Ford, and the National Quantum Literacy Network exposed me to the discipline, innovation, and persistence needed to excel in competitive, high-performance environments. I aim to share that knowledge, attitude, and level of dedication with the CSUSB community, supporting both students and researchers in achieving their goals.

I am deeply interested in this role not only for the professional experience it offers, but for the opportunity to be a community leader in the office and on campus. My minor in Spanish from the University of Arizona reflects my commitment to fostering community and building connections across cultures—values that I know strongly align with CSUSB’s spirit. I look forward to contributing to the university’s mission while collaborating with faculty, staff, and students. I have attached my unofficial transcripts, reference list, and diversity statement for your review.

Thank you for your time and consideration.

Sincerely,

Desmond Workman