

Dear Sir or Madam,

My name is Elizabeth Ha and I am thrilled to be applying for the office assistant work study position. After reviewing your job description, it's clear that you're looking for an enthusiastic applicant that can be relied upon to pay full attention to detail and operate professionally in a self-motivated manner. Given these requirements, I believe I am the perfect candidate for the job.

I am a driven computer science student currently attending my third year at New York University. During my time in college, I have completed several professional internships at companies such as Avex Designs. Through these internships, I was able to develop my skills as a programmer, but also learn about the functions of a professional work environment. In all of my internship experiences, I was able to go beyond what was initially expected and took on growing responsibilities. For instance, at Avex Designs, I worked as a web development intern. My main duties involved developing designs into functional web applications. However, during my ten month stay, I developed to become the client lead for several of the larger clientele and also served as a mentoring figure to the newer interns. Through this experience, I was able to gain experience in managing clients and organizing communications.

Outside of my academic and professional experiences, I have a robust background in entrepreneurship and leadership. In 2015, I started a clothing brand, Glory Child, and was able to generate \$3,000 in revenue and 2,000+ daily visits to the website in the first two months. I was in charge of designing the clothing and also creating and handling the store website. In addition to gaining web development exposure, I gained leadership experience by coordinating and leading bimonthly meetings with my team. Although Glory Child is currently on hold due to school work, I believe the experience has left me with many skills that I have applied in my professional career and my programming ventures. On a more academic note, I am currently a mentor for the Women in Science Peer Undergraduate Mentoring Program at NYU. As a mentor for fellow women in STEM, I act as a guiding figure and also provide support and advice when needed.

Overall, I believe I am a quick learner with a self starter mentality, and I believe these traits will be well applied to this job opportunity. After reviewing my resume, I hope you will agree that I am the type of positive and driven candidate that you are looking for. I am excited to elaborate on how my specific skills and abilities will benefit your organization. I look forward to our future correspondence – please contact me at (630) 800-8382 or elizabeth.ha@nyu.edu.

Sincerely,
Elizabeth Ha