George (Xi) Wang

82 Washington Square E

New York, NY 10003

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**Hiring Manager**  
Wasserman Center for Career Development

New York University

Brooklyn, NY 11201

I am writing to express my enthusiastic interest in the Career Coaching and Programmatic Support position at the Wasserman Center for Career Development. I am confident that I meet all the key qualifications and requirements for this role. As a current graduate student at NYU Steinhardt, pursuing a Master of Arts in Learning Science and Experience Design (LTXD), I bring a strong background in career coaching, event facilitation, and data analysis. My experience includes counseling peers on career development, facilitating both virtual and in-person events, and managing data-driven projects, all of which align with the needs of this position.

I have demonstrated my ability to provide effective coaching and support to early, mid-career, and late-career professionals through one-on-one sessions and group settings. My organizational and time management skills are robust, having successfully managed multiple responsibilities in dynamic work environments. I am adaptable, reliable, and have a strong growth mindset, always seeking ways to improve processes and outcomes. My experience with database management, data analysis, and familiarity with Google Suite further supports my ability to contribute to the Wasserman Center’s goals. Additionally, I am enthusiastic about creating engaging, skill-building programming and am sensitive to the diverse needs of NYU's global alumni community.

**Key highlights of my qualifications include**:

* **Event Facilitation and Administration**: I have facilitated numerous events, ensuring seamless execution from preparation to follow-up. My ability to manage event logistics, including marketing, communication, and data management, has been honed through my work at the Lung Cancer Center of Southern Medical University, where I coordinated educational programs and workshops.
* **Data Analysis and Program Development**: My technical proficiency extends to data analysis and database management, skills I utilized in my role at the Shenzhen Institute of Artificial Intelligence and Robotics. By analyzing data and aligning it with program objectives, I contributed to the development of strategic initiatives that enhanced organizational effectiveness.
* **Adaptability and Initiative**: I thrive in dynamic environments and am skilled at adapting to changing priorities. My proactive approach to problem-solving and strategic thinking ensures that I can effectively contribute to the Wasserman Center’s goals and initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can contribute to the success of NYU’s alumni community. Please find my resume attached for your review.

Sincerely,  
George Wang