**Jeremiah Nofrada**

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Dear Sir or Madam,

I am applying for the Student Worker position for the NYU UDAR office. I am a computer engineer at the Tandon School of Engineering. To answer your questions, I do have work study allotment. It is currently $2,441. As for my available hours, I am available on Monday after 4:30 pm, Tuesdays after 11:30 am, Wednesdays 4:30 pm, Thursdays after 5 pm, Fridays after 2:30 pm, and all day Saturdays and Sundays, but starting the week of January 29 I have lab on alternating Tuesdays from 4 pm to 7 pm. Similarly starting the week of February 5 I have another lab on alternating Wednesdays from 6 pm to 9pm.

Because of the labs mentioned before, I learned how to be proficient and comfortable with all the basic Microsoft software, i.e. Word and Excel. I have been told that I am a fat learner and that I am reliable with tasks by multiple project partners. In those projects, I did not just complete the physical aspect of the project, but I also handled the data that we had to document. I oversaw multiple jobs of one project and my team told me that I handled it with ease. Whether it is in labs, projects, or just socially, I can handle multiple tasks, and have also proven to be one the most approachable person and easiest to communicate with.

After reviewing my resume and reading this letter, I hope to use the skills necessary to perform every task that will be given to me. Please contact me via the email or phone number at the top of the letter. Thank you and I look forward to hearing from you soon.