
Anirban Khara

M.S. Computer Science

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Dear Ms. DeLuca,

I am writing to express my interest in the Student Project Assistant III position within the Graduate School of Education and Human Development at George Washington University. As a current M.S. in Computer Science student, I am eager to apply my technical skills and passion for student engagement to contribute to the Office of Student Life (OSL).

My academic background in computer science has equipped me with a strong foundation in critical thinking and problem-solving, skills that are directly relevant to the responsibilities of the Student Project Assistant role. Additionally, my experience in organizing university events and participating in student organizations has honed my abilities in teamwork, leadership, and communication – all of which are essential for the success of the OSL's initiatives.

I am particularly excited about the opportunity to assist with enrollment efforts, manage documentations, and contribute to the planning and execution of key events such as Admissions events, New Student Orientation, and Graduation. My proficiency in creating effective communication strategies and my experience in event planning align well with the preferred qualifications for this role.

I am confident that my proactive approach and commitment to excellence will make a significant contribution to the Student Success team. I look forward to the possibility of working with you to support the OSL's goals in enhancing student engagement and retention.

Thank you for considering my application. I am enthusiastic about the opportunity to discuss how my background and skills would be a perfect fit for this position. I am available for an interview at your earliest convenience and can be reached at +1 571-622-8339

Sincerely,

Anirban Khara - G40191570