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Hiring Manager
ASU Knowledge Enterprise Engagement Services
ASU SkySong Innovation Center
Scottsdale, AZ

Dear Hiring Manager,

I am excited to apply for the Engagement Aide position with ASU Knowledge Enterprise Engagement Services. With a background in both technology and event coordination, I am confident in my ability to support various administrative and engagement tasks effectively. My experience as an Event Coordinator and Co-Founder of The Turing Club has equipped me with strong organizational skills and a passion for creating impactful, people-focused events, which I am eager to bring to your team.

In my role as an Event Coordinator, I managed over ten events annually, handling responsibilities from securing locations and structuring floor plans to coordinating logistics and managing promotional efforts. This role required adaptability, attention to detail, and customer service skills, all of which are crucial for supporting employee engagement programs. Additionally, as Co-Founder of The Turing Club, I planned and executed workshops and hackathons, where I handled every aspect from speaker coordination to addressing unexpected challenges.

I am also proficient in data entry and record management, thanks to my experience as a Software Engineer at LTIMINDTREE. In this role, I managed digital records and ensured accuracy across documentation, which aligns well with the organizational and data-focused responsibilities of the Engagement Aide position. My proactive and detail-oriented approach will allow me to effectively support program and event coordination, internal communication, and outreach efforts at ASU.

Thank you for considering my application. I look forward to the opportunity to contribute to ASU's mission and the success of the Engagement Services team.

Sincerely,
Ashutosh Pranjali