

Hiring Committee
Department of Management & Entrepreneurship
W.P. Carey School of Business
Arizona State University

Dear Hiring Committee,

I am excited to apply for the Instructional Aide/Front Desk Assistant position within the Department of Management & Entrepreneurship at the W.P. Carey School of Business. With my strong organizational skills, dependability, and experience in supporting both academic and administrative tasks, I am confident in my ability to meet the responsibilities outlined for this role.

During my tenure as a Software Engineer at LTIMindtree, I provided critical support for Citi Groups, where I debugged production issues, collaborated with development teams, and ensured seamless user experiences. My promotion to lead the L3 team reflects my ability to manage responsibilities, mentor colleagues, and deliver results under tight deadlines. This experience has equipped me with strong organizational and leadership skills that are directly transferable to the Instructional Aide/Front Desk Assistant position. For example, overseeing a team required clear communication, attention to detail, and the ability to address challenges promptly—qualities essential for proctoring exams, coordinating accommodations for students, and supporting faculty with classroom needs. Additionally, my experience in managing team dynamics and prioritizing tasks will enable me to efficiently handle front desk responsibilities and ensure smooth day-to-day operations.

Currently, as a master's student in Information Technology at ASU, I continue to refine my time management and collaborative abilities. What particularly excites me about this opportunity is the chance to work closely with faculty and students in a dynamic academic environment. My availability aligns perfectly with the required hours on Mondays and Wednesdays i.e., 9:30am to 1:00pm and I am committed to being a dependable team member.

Thank you for considering my application.

Sincerely,
Ashutosh Pranjali
apranjal@asu.edu

