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To
Hiring Team,
Office of Recreational Assests and Planning

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Dear Hiring Team at Office of Recreational Assests and Planning,

I am excited to apply for the Student Assistant position supporting the Assets and Planning Manager. With a keen interest in data management, inventory control, and operational efficiency, I am eager to contribute to developing a centralized supply database and assisting in asset management efforts.

My background in computer science has equipped me with strong data organization and analytical skills, allowing me to develop structured, standardized systems for inventory tracking. I have experience handling databases, conducting audits, and generating reports, ensuring accurate and efficient management of resources. Additionally, my ability to collaborate within teams and adapt to dynamic responsibilities makes me well-suited for supporting departmental programs and facility operations.

I look forward to the opportunity to contribute to the Recreational Assets and Planning team and would welcome the chance to discuss my qualifications further. Thank you for your time and consideration.

Sincerely,

Pratik Fandade