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To
Hiring Team,
Office of International Education

March 4, 2025

Dear Hiring Team at Office of International Education,

I am excited to apply for the Student Assistant position. As a graduate student in Computer Science and Engineering at the University at Buffalo, I am eager to contribute my organizational and customer service skills to support your office's daily operations.

With experience in administrative support, data entry, and customer service, I am proficient in Microsoft Office tools and comfortable handling inquiries in a professional manner. My attention to detail, ability to multitask, and strong communication skills make me well-suited for this role. Additionally, I am available to work during regular business hours and open to flexible scheduling, including summer availability.

I look forward to the opportunity to support the Office of International Education and contribute to its welcoming environment. Thank you for your time and consideration.

Sincerely,

Pratik Fandade