

Pratik Fandade
📱 7163398155
✉ pfandade@buffalo.edu

To
Hiring Team,

March 4, 2025

Dear Hiring Team,

I am excited to apply for the UBIT Help Center Student Assistant position. With a strong interest in IT support and customer service, I look forward to assisting UB students and faculty with technical issues related to central UB services. My problem-solving skills, effective communication, and ability to work independently make me a great fit for this role.

I am available to work this summer and can commit to at least ten hours per week, including early morning shifts. Currently, I do not hold any other on-campus or off-campus jobs. For the Spring 2025 semester, I am enrolled in 12 credit hours, and I plan to take 12 credit hours in Fall 2025.

I look forward to the opportunity to contribute to the UBIT Help Center team. Thank you for your time and consideration.

Sincerely,

Pratik Fandade