

Rohan Shah

Office Assistant

San Jose, 02/28/2019

Events Coordinator,

A.S Events Dept,

San Jose State University

Sir,

Being an aspiring student of San Jose State University and studying master's in computer software engineering, I was thrilled to see your posting for the position of event assistant for General Service center. Having the blend of previous experience of several events handling and volunteering, I am positive that I can actively contribute in Assisting and leading the creation, coordination, and execution of core A.S. events and partnership events successfully.

During my undergraduate studies, I was involved in so many events like university youth festivals, college technical festivals, planning and organizing industrial visits and trips and setting up guest seminars as well. I was a chief coordinator of Computer science Department and we successfully managed to bring 107 companies in our college for placements of batch 2019 in our department. I was also a brand ambassador of our college for IIT-Bombay tech fest for two consecutive years.

These experiences have increased my knowledge and capabilities of managing and handling high level academic as well as non-academic events as well as building professional relationships with business partners. I was also a head of Registration and hospitality Comities of my college festivals which has taught me to communicate and work with working staffs and volunteers positively.

As per my experience I see my self as a best fit for the position offered by the department and given an opportunity, I will give my best to fulfil all of your expectations with full of efforts and research capabilities.

With this I request you to consider my application for the position of Event Assistant in University.

Thanking you.

Kind Regards,

Rohankumar Shah.

Personal information

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