January 6, 2024.

Dear Hiring Committee,

I am writing to express my sincere interest in the Course Assistant position for the Spring 2024 courses at the Center for Urban Science and Progress (CUSP). As an undergraduate student actively pursuing a degree in Computer Science and Economics at New York University, I am eager to contribute my knowledge, dedication, and transferable skills to support the learning environment at CUSP.

My coursework, such as Complex Urban Systems, Data Visualization, Applied Data Science, and Machine Learning for Cities, has equipped me with a solid foundation in the subject matter relevant to the courses. Beyond academic achievements, my experiences as a Judicial Intern at the District Court of Baltimore and a Digital Media Intern at the Chesapeake Gateway Chamber of Commerce have honed my abilities to review assignments, provide constructive feedback, and assist students with inquiries – essential tasks outlined for Course Assistants.

These roles also demanded effective communication, collaboration, and a commitment to maintaining confidentiality, skills that align with the responsibilities expected of a Course Assistant. My involvement as the Director of Communications for the BIPOC Legal Society showcases my proficiency in operating communication platforms such as email and Discord, vital for offering student support and referrals to university partners. My experience as a Swim Instructor and Party Coordinator at Merritt Athletic Clubs underscores my commitment to professionalism, organization, and managing responsibilities within a dynamic environment – qualities crucial for Course Assistants working with diverse student needs and maintaining adherence to stipulated working hours.

Thank you for considering my application. I am excited about the prospect of contributing to the success of CUSP's Spring 2024 courses, using both my academic background and practical experiences to support both students and faculty in their academic endeavors.

Sincerely,

Sophie Osunkoya