Sophie Osunkoya

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Dear Wasserman Center,

I am writing to express my interest in the position at the NYU SPS Wasserman Center for Career Development, as advertised in the job description. I am excited about the opportunity to contribute to your team and assist in various projects and events while further developing my skills and knowledge in career development.

The requirements outlined in the job description align perfectly with my qualifications and experiences. My background in digital media and marketing has equipped me with the skills necessary to excel in this role. I have a strong command of MS Word, PowerPoint, and Excel, and I am well-versed in using Google Suite, ensuring that I can effectively support your team's administrative needs.

One of my key strengths is my dedication to delivering excellent customer service. I understand the importance of maintaining a professional and welcoming atmosphere when interacting with students, employers, and colleagues. Additionally, my experience as an event planner for the Chamber of Commerce has enhanced my ability to handle various responsibilities while ensuring the confidentiality of sensitive information.

My strong organizational and communication skills will enable me to assist the Events Manager effectively, including tasks such as email template creation, attendance tracking using Handshake, and collecting and analyzing survey feedback to improve future events.

Furthermore, I am highly collaborative and thrive in a team-oriented setting. I believe that the ability to work effectively with others is crucial for achieving common goals and fostering a positive work environment. My commitment to teamwork aligns perfectly with your requirement for team effectiveness.

In conclusion, I am enthusiastic about the opportunity to join the NYU SPS Wasserman Center for Career Development. I am confident that my skills, experiences, and passion for helping others achieve their career goals make me a valuable addition to your team

Sincerely,

Sophie Osunkoya