

## COVER LETTER

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Emily Hellmuth  
Director of Communications  
Sam Fox School of Design & Visual Arts  
Washington University in St. Louis

Dear Ms. Hellmuth,

I am writing to express my enthusiastic interest in the Communications Intern position at the Sam Fox School of Design & Visual Arts. As a current Master's student in Computer Science at Washington University in St. Louis with hands-on experience in web development, data analysis, and project coordination, I am confident I possess the technical skills, attention to detail, and collaborative spirit necessary to effectively support your communications team.

My technical background includes developing dynamic web applications using frameworks and technologies relevant to maintaining a modern web presence. For instance, my project experience includes building an interactive storytelling application with Vue.js, Node.js, and MongoDB, and developing a feature-rich personal calendar using PHP, MySQL, HTML5, CSS3, and JavaScript. This experience has provided me with a strong understanding of front-end and back-end development, content integration, and the importance of user experience - skills directly applicable to implementing content updates, managing website components like faculty directories and event calendars, and ensuring adherence to brand guidelines. Furthermore, my experience analyzing data and creating dashboards using tools like Tableau and R during my undergraduate research and Data Analyst internship aligns well with the need to assist with managing Google Analytics dashboards to derive insights.

Many of the core responsibilities listed for the Communications Intern role directly mirror my duties during my current position as a Graduate Assistant at the Taylor Family Center for Student Success here at WashU. In this role, I actively contribute to managing the center's website content, designing promotional materials like flyers and posting them to social media channels, analyzing de-identified student data to inform program planning, and handling various logistical aspects of event management. My supervisor, Tanya Montgomery, has kindly indicated she would be happy to speak further about my contributions and capabilities in these areas.

Beyond these specific tasks, I bring strong organizational abilities and a proven capacity for managing details, honed through various leadership and assistantship roles. As a Budget Committee Senator for the Wesleyan Council on Student Affairs, I meticulously reviewed proposals and oversaw the allocation of over \$350,000 annually. My experience chairing marketing committees also involved creating social media content and promotional materials to enhance engagement, which would enable me to further contribute to the Sam Fox School's social media efforts as needed.

I am a proactive self-starter, eager to learn, and adept at collaborating within a team environment. I admire the Sam Fox School's contribution to the fields of art, design, and architecture, and I am excited by the opportunity to apply my skills to support its mission through clear and effective communication. I am comfortable working in a hybrid environment and am available to meet the time commitment required.

Thank you for considering my application. My resume provides further detail on my qualifications and experience. I am eager to discuss how my skills can benefit the Sam Fox School's communications team and look forward to hearing from you soon.

Sincerely,

Aadarsha Gopala Reddy