Dear Mr. Khan,

My name is Atiya T Orthi and I would like to present my candidacy for the Audit Intern Summer 2020 position with Weaver. I am applying for this position because I am highly interested in gaining experience while applying my skills and knowledge in Weaver’s operations. I was intrigued and impressed by Weaver’s supportive and diverse company culture that we discussed during the table sitting event at CSUN. I am confident that I can provide my strong work ethics and supply the required abilities to Weaver’s needs.

Through my work experience a Administrative Assistant. I have developed skills that would classify me as a great fit for the intern position. I have worked on assisting the students; maintain the data security responding the calls and emails, supervising and mentoring the tutors and maintaining strict property security in the 8 month of my work. Hence, these have taught me to adapt quickly to the change in procedures as well as enabled me to interpret and clarify it to clients.

During the works I also volunteered as a Library Associate, I processed customer’s charges, and educated individual to minimize the fairs. I also had organized over 700+ books and periodicals to be checked out. Keeping library shelves and printing the material and keeping those stocked and organized was also a task didn’t hesitated to complete.

Thank you for considering me for the intern position. I look forward to meeting with you to further discuss my qualifications and interest for the Audit Intern Summer 2021 Position at Weaver. If you have any questions, you can reach me at Aorthi.002@ucr.edu or (747)-998-9691.

Sincerely,

Atiya T Orthi