

Cover Letter for: Front Desk Attendant (Job ID: 128616)

Krutheeka Rajkumar
Student ID: 1004689553

28th August, 2018.

School of Graduate Studies,
The Graduate House
60 Harbord St.

Dear Alim Alarakhia,

I am a graduate student with the Mechanical and Industrial Engineering department at U of T and am writing to you in response to the Front Desk Attendant (Job ID: 128616) job posting. I completed my Undergraduate studies from Colorado State University (CSU) in the Engineering Science department. My educational qualifications have made me a skilled Word, Excel and PowerPoint (to mention of few) user. It has also given me the capability to learn new software efficiently. Apart from that, being in a demanding program allows me to manage deadlines effectively. I had been closely involved with the CSU counselling services at my previous university as part of an outreach program, hence I would be a supportive person that anyone seeking help or assistance. As part of my internship, I did receive first aid training and am willing to be retrained in both, first aid and mental health first aid. I was also part of the Indian Students Association (ISA) at CSU where I was involved with scheduling and organizing events for three years. I would also run the ISA stall in the World Unity Fair and would be the first point of contact in terms of getting students familiar with the club's activities, the student services offered and making them feel comfortable in a new foreign country.

Apart from my qualifications and my activities, I believe I would be a perfect fit for this job posting because I am an approachable person with excellent customer skills. I am an international student from India and have lived in the middle east and the United States before moving to Toronto. This quality makes me culturally open-minded and a compassionate person for anyone to talk to. Being a graduate student myself, I am familiar with the SGS's duties and functionalities and would be able to help in that area too. Being the oldest of five siblings, I am excellent at conflict resolution and effective communication so as to maintain peace. My program as well as my extra curricular activities have groomed me to be a team player and to work independently with excellent interpersonal communication skills.

Please contact me if you have any further questions at krutheeka.rajkumar@gmail.com or krutheeka.rajkumar@mail.utoronto.ca or at (647)-549-6432

Thank you for this opportunity.

Krutheeka Rajkumar