

Cover Letter for: Student Success Project Assistant (Job ID: 128169)

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Career Learning Network
University of Toronto

Dear Hiring Committee,

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 Student Success Project Assistant (Job ID: 128169) job posting. After finishing my undergraduate studies at Colorado State University in the Engineering Science department, I undertook web development classes where I was awarded a certificate at the end of my course from the Aptech Learning Institute (Bengaluru, India). My courses included web design (HTML, CSS, JavaScript), database creation and maintenance (MySQL and Oracle) and web application development (JavaScript, JQuery, JSP and Servlets). After the end of my program I had to create a website for an entertainment center where I employed all the subjects mentioned before. I had to create two databases, make dynamic webpages that would allow user interaction to access the information from the database and produce the information in well designed webpages. It proved to be a functional website for an entertainment center where I scored an A+ in the course. I have attached my final report for the project to my email, even though it was not required and hope you get a chance to take a look at it. During my four years of undergraduate studies at CSU, I was part of three major group and two individual projects. Through this experience I learned how to work as a team player and take the lead and show initiative. My senior design Boeing project required me to deliver weekly presentations and reports to the members of the head quarters at Seattle. This experience helped me develop good interpersonal skills, professionalism and excellent writing and verbal communications skills. Apart from my academic achievements, I was part of the Indian Students Association (ISA) at CSU for three years and would run the ISA stalls where I was the first point of contact for new students, I would help them get acclimated to the club and activities. My primary task was to make students feel comfortable in a foreign country and make their transition easier. This experience taught me good customer skills and how to be a warm recipient to anyone who needs assistance.

Apart from my qualifications and my activities, I believe I would be a perfect fit for this job posting because I am a pleasant person with excellent customer service and problem solving 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 reliable person for anyone to talk to. Being in engineering programs for five years allows me to grasp technical subjects quickly, troubleshoot problems and learn new software efficiently.

I thank you for this opportunity and if you have any questions, please feel free to contact me at krutheeka.rajkumar@gmail.com or krutheeka.rajkumar@mail.utoronto.ca or at (647)-549-6432

Best regards,
Krutheeka Rajkumar

