

Cover Letter for: Research Assistant (Job ID: 126053)
Krutheeka Rajkumar
Student ID: 1004689553

28th August, 2018.
University of Toronto - Faculty of Information

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 Research Assistant (Job ID: 126053) job posting. I completed my Undergraduate studies from Colorado State University (CSU) in the Engineering Science department. For my senior design project, I was involved with Boeing to develop a 3D printer. This was an expensive undertaking and I had to deliver weekly presentations, skype calls, and progress reports, along with two extensive semester end project presentation. This experience helped me develop strong interpersonal and communication skills while being professional and approachable. My degree along with my responsibilities in various engineering projects have helped me develop excellent problem solving skills, written and verbal communication skills and has made me a proficient software user. My internship at The KAUST university involved researching various scientific publications and self taught myself about smart materials. Along with scientific journals, I had to catalogue and organize data from three years, and perform analysis on them so that it could be used in the research of PhD students. I had to report directly to the primary investigator of the lab as I did not have a supervisor. Due to this constraint, I had to show enormous initiative to make sure I was on the right track as to what was expected of me during that time. My results and records are currently used by three PhD students for their thesis at KAUST, so my findings were catalogued perfectly and my process was crystal clear so that it could be repeated. Apart from my educational achievements, I was also part of the Indian Students Association (ISA) at CSU where I was involved with scheduling and organizing events for three years. The most popular event held by ISA was 'India nite' where I was MC for three years in a row, wrote scripts for the show, was the coordination liaison between the performers and the venue employees. I also ran 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 a pleasant 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 reliable person for anyone to talk to. Having been a volunteer in multiple outreach programs in India, I have the experience and willingness to go beyond my role.

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

Krutheeka Rajkumar