

Cover Letter for: Front of House Staff (Job ID: 127714)

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28th August, 2018.
Jackman Law Building

Dear Nadia Gulezko,

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 of House Staff (Job ID: 127714) 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 presentations. This experience helped me develop strong interpersonal and communication skills while being professional and approachable. 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 to make sure that each performance had what (specific lights, music, instruments, etc.) it needed, when it needed it and generally ensuring the event unfolded smoothly. 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. Being a graduate student with the MIE department gives me the ability to interact with clients and faculty with intelligence and maturity, while being approachable. Having been a volunteer in multiple outreach programs in India, I have the experience and willingness to go beyond my role, if necessary to ensure the success of an event. 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