

**Cover Letter for: Front Desk/Admin Associate- Physiotherapy and Rehab Clinic**

**(Job ID: 128827)**  
**Krutheeka Rajkumar**  
**Student ID: 1004689553**

28<sup>th</sup> August, 2018.  
University of Toronto.

Dear Hiring Committee,

I am a graduate student with the Mechanical and Industrial Engineering department at The University of Toronto and am writing to you in response to the Front Desk/Admin Associate- Physiotherapy and Rehab Clinic (Job ID: 128827) 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. 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 learner and user.

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 team player 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. Coming from a philanthropic family, we invested a lot of time and effort in giving back to the community, where we would volunteer at many old age homes and orphanages. This experience has given me the compassion and patience to work with who ever needs it. I hope you find my resume suitable to your needs.

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

Best regards,

Krutheeka Rajkumar