

**Cover Letter for: Special Projects Assistant (Job ID: 123595)**

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 Special Projects Assistant (Job ID: 123595) 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. My internship required me to take initiative in developing the scientific process, methods for reading and analyzing the data and compiling and presenting the results, coherently.

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. Being a graduate student with the MIE department makes me a proficiently software (Microsoft office, skype, blackboard, etc.) user. Being responsible for multimillion dollar equipment has made me a responsible user as well as a detail oriented person with good problem solving skills. Having been a volunteer in multiple outreach programs in India, I have the experience and willingness to go beyond my role, and take initiative in any activity I undertake. 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