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

Krutheeka Rajkumar

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Jackman Law Building

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 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 developed 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 learner and user. My internship required me to take initiative in developing the scientific process, methods for reading and analyzing the data and compiling the results in 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 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](mailto:krutheeka.rajkumar@gmail.com) or [krutheeka.rajkumar@mail.utoronto.ca](mailto:krutheeka.rajkumar@mail.utoronto.ca) or at (647)-549-6432

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