

Priyanka Maruthi

November 2021

Brooke Richards
Northwest Missouri State University
800 University Drive, Missouri, MO, 64468
Maryville

Job Title –Recruitment Assistant, International Involvement Center

Dear Richards,

I am an international student who has been studying in Master of Applied Computer Science for the Spring Semester at Northwest Missouri State University.

As a graduate student at the Northwest Missouri State University, I am looking forward for a graduate assistantship in the university, and I came across the “ Assistant, Teaching” position listed on the Graduate Assistant Opportunities page. I went through the job description, and I consider myself to be eligible for the position with the required qualifications. I have even worked as recruitment assistant even in my college in Btech.I Even have work experience of 4 years in the IT Firm working as Devops engineer. I am very versatile in learning new technologies. Moreover, in my undergraduate I have even worked closely with my professor to assist to prepare course materials and assignments. More than the qualifications, it is the passion, with which I drive myself, would fit the bill greatly for the position that I am seeking.

I am an enthusiastic, self-dependent and hardworking individual with good communication and technical skills. I have applied for the position through the website. If given the opportunity, I will work over the top and complete the duties and responsibilities assigned to me. I believe that it provides me with right atmosphere, in terms of teamwork, teambuilding, etc. so that it helps me as well as the university in a very beneficial way. I have experience as Graduate Administrative assistant in MSACS office.

My resume contains additional details on all my projects, my capabilities, and accomplishments. Please review my resume (attached in the email) and provide me a chance for the position.

Thank you for your time and consideration. Please let me know if any information I should provide you. I will look forward to hearing from you.

Sincerely,

Priyanka Maruthi