

Param Hitendra Patel (17M)

(416) 435 - 8512

parampaetl6844@gmail.com

Dear Hiring Manager,

I'm writing in regards to a job opening at your firm as it caught my attention primarily because of the opportunities it provided. With plenty of outstanding volunteering experience pertaining to leadership roles and management skills, I am confident I'll be well suited for the job as per the job description. In simpler terms, I shine at what you desire and your responsibilities are of my interest. Moreover, I am a capable man with recent and valid certificates proving my abilities.

In multiple cases, I've proved myself to be an efficient employee and a strong leader with great initiative and listening skills. My value quickly became apparent to plenty of my supervisors after single-handedly handling upset, angry, and confused customers. Not only that but I have never had any complaints from any one of my colleagues or customers and additionally, I have always performed exceptionally.

I believe my skills would benefit your firm in the following areas:

- Eye for excellence and high customer service standards
- Strong work ethic and leadership skills
- Positive attitude even under pressure

I'm confident my skill set will be of great use for many years to come, as I would be an asset to the continued growth of your business. My time spent volunteering for multiple organizations in addition to my previous lifeguard work experience at LifeSaving Society has really prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

Sincerely,

Param Hitendra Patel

PROFILE

I am an experienced worker in all aspects of organizing, running, and cleaning facilities, including opening and closing procedures. I have been recognized by my supervisors and workmates as a bright, independent, dedicated, and energetic worker. Furthermore, I am trilingual in English, Gujarati, and Hindi. Moreover, I am a highly capable grocery clerk and have been valued and appreciated for my efficiency, honesty, and commitment to fulfill assigned tasks.

A PORTION OF MY SKILL SET

- Analytic Skills
- Problem Solving
- Conflict resolution
- Multilingual (Hindi, Gujarati, English)
- Patience
- Organization
- Verbal Communication Skills

VOLUNTEER EXPERIENCE

AIR CADETS, Bur Oak Secondary School - Fundraiser

Every November 11 and July 1 - Present

- Inform anyone interest about Air Cadets
- Tell them how that would help

INTERNATIONAL SCHOOL, Cedarwood Public School - Assistant Teacher (Gujarati)

September 6, 2018 - July 31, 2019

- Handle any responsibilities assigned by the supervisor
- Collaborate with other volunteers and help students with assignments

TUTOR, 51 Guinevere Rd, Markham, ON L3S 4S9 - TUTOR

September 4, 2020 - February 14, 2021

- Responsible for educating basic programming concepts and syntax
 - HTML, JS, CSS, and PYTHON

VOLUNTEER, Cedarwood Public School - Volunteer

September 6, 2018 - July 31, 2019

- Handle any responsibilities assigned by the supervisor
- Collaborate with other volunteers and help students with assignments

SANATAN MANDIR CULTURAL CENTER, Markham - Volunteer

September 9, 2018 - August 2, 2019

- Collaborate with other volunteers and help students with assignments
- Handle any responsibilities assigned by the supervisor
- Keep The Facility Clean

VOLUNTEER EXPERIENCE

LifeSaving Society, Markham - Lifeguard

July 1, 2022 - September 4, 2022

- Responsible for safeguarding pool whilst maintaining protocols
- Responsible for maintain a healthy water chemistry

NoFrills - Grocery Clerk

July 1, 2022 - September 4, 2022

- Responsible for restocking shelves
- Responsible for executing the duties of a cashier

EDUCATION

BILL HOGARTH SECONDARY SCHOOL, Markham -*Ontario Secondary School Diploma*

September 2018 - ANTICIPATED 2023

According to Fraser Institute, BHSS was ranked in the top 40 in all of Ontario secondary schools in 2019 and is expected to improve its rankings.

University Of Toronto - *Computer Science*

ANTICIPATED 2023

VALID CERTIFICATION

- National Lifeguard
- Standard First Aid
- Instructor (Anticipated)