

Surekha Chamarthi

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<https://schamarthi1102.github.io/yhasnfpasdgkaef7376438490.io/>

Professor David Pollak,

New England College

Dear Professor,

Thank you for the opportunity to apply for the Teaching Assistant role for the course Graduate and Professional Skill Development. After reviewing your course curriculum, I am confident that I have the necessary aptitude to successfully do the job adeptly and perform as per expectations.

I am a diligent college student (6.4 GPA, Electronics and Communications Engineering). I am currently pursuing Masters in Computers and Information Sciences program at our College. During the course of my academic career, I also managed to accrue nearly 3 years of work experience. I had the opportunity of working for Conflux Systems as a Software Engineer role from July 2018 to August 2021, where I learned valuable professional skills such as data cleansing, loading and reporting. I also contributed a few process improvements in the project that helped in reducing turnaround times for frequently occurring service incidents.

In both my academic and professional life, I have been consistently praised as results-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven analytical, technical and teamwork skills, which I hope to leverage into the Graduate Teaching Assistant role in your department.

After reviewing my resume, I hope you will find that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit our cohort and future cohort's. Please contact me at +1-603-600-1902 or via email at surekhacvarma8@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,
Surekha Chamarthi