

August 6, 2018

Dear Hiring Manager,

I am applying for the position of Viterbi STEM-EOP Student Assistant.

I believe that my experience in volunteering and my skills in organizing events stands in line with the given job description. As you can see from my resume, I was a founder and technical head of my college magazine. Being the only technical head, I managed the entire technical division meetings, work, and reportings independently. I was also a member of a volunteering team of an event called Akaar in my undergrad college. As a member of this team, I should constantly update the faculty coordinator about the event meetings, guest arrivals and also give campus tours to the event guests.

I was also a member of my college Street Cause team. As a part of this team, I visited, around, 30 orphanages and old age homes, inquire them about their problems and report them to the district head authorities. I also participated in a fund raising program which is also a part of this team.

Moreover, I find immense happiness in helping people find a direction for their lives. I am looking forward to be part of your team and help people in reaching their goals.

I'm confident that my motivation, commitment, and skills will allow me to be successful in your work environment and make an immediate contribution to this role. Hope to hear from you soon.

Yours faithfully,

Bharath Chandra Thota

Attached: Resume

Bharath Chandra Thota

2700 Ellendale Pl, Los Angeles – 90007 – USA

📞 +1-213-477-3607 • ✉ bharathchandra.chandra96@gmail.com

📄 github.com/bharath8121