

# COVER LETTER

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2/7/2022

Dear Hiring Manger

My name is Susmitha Reddy Arikatla and I am a junior student at the University of Houston in Houston, Texas majoring in Data Science. I am writing you today because I am interested in the student Assistant role. I found out about this position through Cougar Pathway and felt like it matched my skills and abilities. Below I have outlined the ways my experiences directly connect to this position

Communication: One of my top strengths is communication and, in your job, posting you mentioned you were looking for someone with strong oral and written communication skills. Over the past 3 years I have developed this skill while working an Associate in TATA Communications. Within my role I met one-on-one with Clients and provided them support regarding Offshore work through Mails and ZOOM meetings. I had to learn how to communicate with Clients and Managers provide them day to day work progress. I believe this experience truly set me up to be successful in this role.

In the mission of TATA Communications, I enhanced my knowledge and got many appreciations from the clients and high-level managers. I truly believe in my work and very confident that I can easily adapt the new technologies. I am good at Microsoft Excel and analyze the data and maintain the records in the Excel. I did my bachelors in Electronics and Communication Engineering with CGPA 8.6.

In conclusion, thank you for taking the time to read my letter and I hope you continue to my resume for a further explanation of my skills and experiences. I feel confident that I can excel as a student Assistant and look forward to hearing from you.

Sincerely,  
Susmitha Reddy Arikatla