Cover Letter

Dear Recruiter:

I am writing in response to the network assistant position as listed on the unmjobs.unm.edu website. I am a graduate student at University of New Mexico in Computer Science department. I have a Bachelor Degree in Computer Science & Engineering from National Institute of Technology (NIT), India.

Throughout my work experience, I have served jobs that involved administrative responsibilities. For example, I have a year of experience working as a front desk manager for the tutoring department at NIT. As a front desk manager, I performed many administrative tasks which include some of the following: database entries, Microsoft visio, reviewing confidential information of students, filing, booking appointments, answering phone calls, assisting in various projects, and using basic office equipment like Xerox and fax machines.

In addition to this position, I also have experience in administrative work in serving as a Research Assistant for NIT General Hospital. As a Research Assistant, my job requires that I pay close attention to detail. I am responsible for entering information into a nation-wide database network and also assisting clinicians in streamlining the network system. From the knowledge and skills I have gained from previous work experiences, I believe I am the perfect candidate for this position.

If I am chosen for the job, I will work hard in any tasks I am assigned. I am confident that I can meet the expectations required for the position. I have attached my resume for your review.

 Thank you for your time and consideration.

Sincerely,

Anandigari Bharath kumar Reddy

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