

Dear Hiring Manager,

I am pleased to submit my application for the available position in your esteemed organization. With a strong work ethic and a reputation for being efficient, I believe I am the ideal candidate for this role. I possess exceptional critical thinking, teamwork, multi-tasking, and fast learning skills, which I am confident will add value to your team.

My availability is flexible, with the ability to work Fridays and weekends from 4 pm to 11 pm. I am also willing to work late on weekdays if necessary, and I am open to discussing further. While attending university, I can work a minimum of four hours from Monday to Thursday, and during summer, my availability is open.

I invite you to review my attached resume to gain a deeper insight into my experiences, qualifications, and achievements. As a hardworking individual with a proven track record of success, I am confident that I will exceed your expectations and make significant contributions to your organization.

Thank you for your time and consideration. I look forward to the opportunity to discuss how I can contribute to your organization's success. Please feel free to contact me at (403) 629-8682 or via email at adhinjaic02@gmail.com to schedule a mutually convenient time for an interview.

Sincerely,

Adhin Jaic Joshy

Adhin Joshy

403-629-8682 | adhinjaic02@gmail.com

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PROFILE

- Demonstrated understanding and application of statistics and analytics for business, financial accounting, marketing and HR concepts through coursework at Mount Royal University.
- Proficient in coding languages such as HTML, C programming and CSS, as well as Microsoft Office tools including Word, Excel, and PowerPoint.
- Developed time management skills and teamwork skills at DQ.

Mount Royal University | Bachelor of Business Administration
2022- Present

Experience

Kitchen Staff | Dairy Queen
June 2022- November 2022

- Able to perform effectively under high-pressure situations
- Dedication to delivering exceptional customer service and top-quality food
- Skilled in consistently looking for ways to exceed expectations and improve operations
- Experienced in collaborating closely with other employees to ensure seamless task completion
- Strong sense of teamwork and ability to work well with others
- Proficient in prioritizing tasks and balancing multiple responsibilities
- Effective time management skills to meet deadlines and provide efficient service.

Other Experience

AIESEC Mount Royal | Member
September 2022-Present

- Engaging in various projects and activities related to AIESEC's values and skills, including leadership development, cross-cultural communication, and project management.
- Participated in workshops to enhance knowledge and skills.

Exchange Program:

- Involved in a professional exchange program with AIESEC in Rwanda, Date has not been selected yet. The objective of the project is to create awareness and encourage engagement towards the Sustainable Development Goals (SDG) and promote the values of a global citizen, with a specific focus on SDG #4.
- Expected to develop cross-cultural communication, leadership, and project management skills while contributing to the local community and building relationships with stakeholders.

Technical Skills

Coding | Visual Studio Code, HyperText Markup Language, CSS

Microsoft Office | Word, Excel, Powerpoint

Professional Development

ABST- **Makami College**

Statistics and Analytics for Business, Financial Accounting, Marketing Concepts- **Mount Royal**