Aditya Verma



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**To**

**Company Name**

**Date** **,2022**

Dear Sir/Madam,

I am an international student who has done an undergraduate diploma in **Computer Science** at the **University of** **Regina**, presently looking for a full-time job or part-time job. Through your website, I came to know that you are looking for (**Job Name**). Owing to my keen interest in that particular field, I would like to bring my tenacity and penchant for success to your company by applying for the sameAs such, here are the skills I will bring for the job.

**Computer and Mathematical Knowledge and Background**

Since I am a computer science student, I know a wide range of skills such as **keyboard shortcuts** for speed and efficiency. In addition, I have a **typing speed** of around 60 words per minute ([certificate](https://www.ratatype.com/u3671541/certificate/)). Moreover, I have done a certificate-course of **MS Office** from **Udemy** ([certificate](https://www.udemy.com/certificate/UC-def883f2-18d8-4288-8544-fc14db599ea4/))which includes MS Excel, MS Word, MS PowerPoint, MS Access, MS Outlook, MS One Note, MS Teams. Furthermore, from my diploma I have good knowledge of CS languages such as **C++, JS,MYSQL, PHP, CSS,HTML, AJAX.**

I am good at mathematical skills. For instance, in my 12th grade I got 95% in both Mathematics and Physics.  In-fact , my overall percentage was 89. Moreover, I got numerous certificates of mathematics during my High School which I have shown in my resume. **As a University of Regina student, I have taken 5 math courses such as Math 110,111,122, 217, 221 and 2 statistics courses , which are STAT 100 and 200.** Furthermore, I have experience in **tutoring** for 3 months. Back in August 2021, I was tutoring a 38 years old guy. He needs a tutor for CS 115. Since, I was two semesters ahead of him and was good in that subject, I became a tutor for some time.

**Sales Experience**

  Job: The jobs I have been doing are all related to customer service, sales and marketing. Coming to my profession, I am a University of Regina Campus Representative of Course Hero, in which I have to organize and host events in order to promote and aware course hero incentives and products by connecting more and more people either by virtually or in-person. Most importantly as a Campus-Rep I am helping charity because every time a student helps me to upload 10 documents, Course Hero helps Africa by donating 1 book to African students.[link](https://www.booksforafrica.org/index.html)

   Skills gained:    By attending weekly meetings with Course Hero managers and professionals which are from Canada, Australia, USA, I worked on my pitch, I learned good communication skills as I have to persuade and convince other students. Moreover, I made a few presentations on Course Hero incentive to promote “Books for Africa”. All in all, I am an effective communicator, and good at selling products.

Achievements:    Talking about my achievements, I began this job in August 2021. I am always one of the top 3 highest achievers in weekly goals. I am mostly the second highest entry gainer. In fact, I earned a certificate of Course Hero’s Most Entrepreneurial Representative and they are working on posting my profile on their Instagram official handle.

**Customer-care Experience**

 I came to Regina back in April 2021 and till now, I have two cashier jobs related to customer service. I started as a front-end crew member in MacDonald’s. I master skills like working in the front, taking orders,cash handling**,** making different kinds of food, handling pressure in a fast -paced environment etc.  I began working in an Independent Grocery Store as a Cashier in September 2021. This job is totally based on customer service where I engage with all sorts of customers, I learned more experience with proper cash handling and merchandising. Lastly, I am excellent at multitasking, I have been doing two jobs every time and doing my studying at the same time without losing my GPA.

I would welcome the opportunity to interview with you and will give my best to contribute to the success of your organization. I have enclosed my resume. You can contact me either with the given email or phone number to schedule a meeting. Thank you for your time and consideration. I am looking forward to hearing from you.

Yours Sincerely,

Aditya Verma