

# Arpit Joshi

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**07/23/2020**

University Career Center  
University of Maryland  
College Park, MD 20740

**Dear University Career Center:**

My name is Arpit Joshi and I am a graduate student pursuing my Master of Engineering in Cybersecurity(Spring 2020 batch). I am writing this to apply for the graduate assistant position of Career Education Advisor.

This position requires a multitude of skills that I believe I possess. During my work at the Next Tech Lab which was an entirely student-run lab(more than 100 members), I frequently used to teach my juniors every weekend (academics and otherwise). I have good oratory and written skills which will also help me perform this task (TOEFL – 109/120). I have good leadership skills(lead various projects during my work at Next Tech Lab and SRM-UAV) which will assist in the development of the self-help modules as mentioned on the website. I am also really good with a diverse group of people since my father was in the Indian Air Force due to which I have been traveling all my life. I have also gained a lot of knowledge by taking part in the amazing workshops held by the UMD University Career Center that might help me get started with this position.

As for the technical side, I pursued my bachelor's in technology majoring in Computer Science. This has made me fluent with all the online tools (zoom), word editors (MS Office, Google Docs), and data analysis software (MATLAB, octave). I will also be able to visualize any data from surveys into an easily readable format. Apart from that, my average typing speed is ~85 words per minute which will help me type up reports and other documents with speed and precision.

I am confident that I will prove to be an asset to the team if given the opportunity.

I thank you for your time and patience

**Sincerely,**

**Arpit Joshi**