July 23, 2022

Harshith Sai Chikoti

Texas A&M Corpus Christi 78412,

[hchikoti@islander.tamucc.edu](mailto:hchikoti@islander.tamucc.edu)

Regarding: Administrative Assistant

Dear Recruiter,

Greetings of the Day!! I hope you’re doing great.

Thank you for the opportunity to apply for BARISTA position at Texas A&M University Corpus Christi. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities. In my pursuit of new creative endeavors, I was excited to work under

where I have a been participated in charity and NGO events in which we distribute all the equipment and make places clean and create awareness regarding reusable and biodegradable substances. And also am a active participant in NSS from my schooling. Where we

I have hands-on experience with Microsoft Office to prepare and maintain day-to-day data and make them into the best possible outcomes and professionally communicate with clients and vendors to satisfy their requirements, as these are related to my past work experience in which I got multiple recognitions. I’m a workaholic person and can maintain a good attitude towards my supervisors. This post opens a wide range of skills where I can excel and be useful to the organisation. I am a focused person, in which I choose to make work-efficient models and implement them in real-time scenarios.

 Moreover, I have participated in multiple fests which were organised by my college. We, as a team of four members, marshalled multiple events in which we were rewarded as one of the best in administration such as costs, discounts, and maintaining those logs. Not only we end up as runners of the cultural fest, But also, I got appreciation for my leadership skills and teamwork. So, this as a platform gives me a chance to enhance my skills in administration and help the organisation strive for more achievements ahead. So, I hope you will agree that I am the type of competent and competitive candidate you are looking for. Please take a moment and go through my resume for my qualifications and background. And I look forward to hearing a positive response from you soon.

Sincerely,

Harshith Sai Chikoti

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