

Thank you for the opportunity to apply for the Office Assistant role. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working college student (MS in Computer Science) currently attending University of Texas at Dallas first semester, spring 2017. Before starting my academic career, I also managed to accrue nearly 7 years of work experience. I had the privilege of working for Nvidia Graphics Pvt Ltd in a Senior System Software Engineer role and Lead Engineer in Samsung Research, where I learned valuable professional skills such as application development, cellular communications, and data communication systems. In both my academic and professional life, I have been consistently praised as proactive by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven communication, creative thinking, and analytical skills, which I hope to leverage into the Office Assistant role at your company. After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 4694229291 or via email at hxn170230@utdallas.edu to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.