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TKMCE

I am writing to express my interest in volunteering myself for the position of Chief Information Officer. After reading about the responsibilities of the office bearers, the roles of CIO stood out to me as I believe that it is a position where I can use my potential for the growth of the organization as well as for myself. I would like to briefly highlight the skills, values and contributions I will bring to your organization.

- Dedicated commitment to the organization as well as towards my responsibilities.
- Efficient time management, troubleshooting, and communication skills.
- Excellent writing skills and confident, eloquent speaker.
- Ability to perform independently or as part of a team, building cooperative working relationships among the other office bearers in order to meet goals and achieve successful results.
- An energetic, enthusiastic approach with proven success in prioritizing time and resources to attain goals and meet deadlines.

I am a passionate writer. Writing has always helped me organise and keep track of my thoughts. I enjoy technical and factual writing. Reading is another one of my avid interests. I enjoy fictions and I keep myself updated with the daily news. My most valued skill is my excellent command over the English language. I have exemplary vocabulary skills and I am very articulate.

One of my main achievements during my college years was completing the Millennium Fellowship Program under the United Nation Academic Impact Colloquium. We worked as a part of the 'Student Intervention Program' which aimed at providing educational assistance for secondary and higher secondary students hailing from poor financial backgrounds. I handled the documentation section during the entire fellowship. I was a part of the Documentation team during Hestia'19 and Hestia'20. I also coordinated the event Spell Bee during Hestia'20.

I am a person who believes that small actions can go a long way and, in an organization, a small action from every member and office bearer could aid in monumental growth of the association, the students as well as the college. I am confident that my skills and ethics will be a valuable asset to your organization and will prove to be lasting.