**MANOJ NUVVALA**

manoj.nuvvala@gmail.com

March 30, 2021

**Dr. Ben Blackford**

RE: Graduate Teaching Assistant Position

Dear Sir or Madam,

My passion for this field, combined with my respect for position, make me eager to get on board and would greatly appreciate your considering my placement in this role. Having reviewed the position requirements, which closely align with my qualifications, I believe that I will be a valuable contributor to your goals

While in school, I spent time building my skills in test administration and organizing. I am focused and diligent when managing workloads and prioritizing tasks to meet deadlines. I thrive in environments where I can make a direct impact, utilizing abilities in critical times and complex problem-solving to find solutions and achieve results.

My academic experiences have greatly contributed to the development of my communication, critical thinking and decision-making skills. I excel at communicating both clearly and professionally with professor’s, management and students. I look forward to speaking with you further to provide details of my background and those qualities which I believe will be an asset to goals. Please take a moment to review my enclosed resume. Thank you for your time and consideration.

Sincerely,  
MANOJ NUVVALA