11/27/2015

Fairborn

U00816066

SHASHANK REDDY GOLI

1468 Bellpepper Court Apt#104

Fairborn Ohio - 45324

PH: 216-556-3255

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Subject: Application to the WSRI Front Desk Coordinator Position.

Hello,

With Utmost passion I would like to express my interest in the position Vacant at your Office.

I have been into similar position at my last workplace i.e. Burp Studios where , As a founder director I was responsible for the scheduling, organizing of several events and proper implementation of the same and maintenance of records until I flew down here to the United States to pursue my Masters at the Wright state University. This prior Experience gives me confidence to handle an office effectively and efficiently. Therefore I request you to assess my application considering my experience in a similar position.

I look forward to seeing you at the interview to give you a better picture of how I can fit the posted job and to get employed to aid my education and at the same time  gain experience in a Professional working environment with experienced professionals which would help me hone my skills further.

Hence I request you to consider my application for the position and assure you that I would make sure I cater to all that is needed to get a job done. Hoping to hear back from you soon. Thank you. Have a wonderful Day ahead.

Regards

Shashank Reddy Goli

ENCLOSURE: Application, Resume.