

Cover Letter

Rajkumar Ramadoss

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Respected Sir/Madam,

I'm applying for the position of Graduate Assistant at Rochester Institute of Technology for Fall 2013. With my education, experience & career interests and as a Business Analyst in Accenture services Private Limited – India, I believe I have the right qualities and qualifications for the assistantship.

As a prospective graduate student at RIT, with significant experience in community service and knowledge gained in industries as an engineer and intern, I bring the energy and commitment to excellence necessary to thrive in RIT's innovative environment. During my tenure with Accenture, I have been trained in requirement analysis and modeling techniques and also in tools like SQL. I also have an ample experience in programming languages like C, C++ and UNIX operating system. I'm well versed in Microsoft tools like word, excel, powerpoint and outlook. I was an active member of many governmental organizations that include National Service Scheme (NSS) and Junior Red Cross (JRC) Society which constantly provided me chances for voluntary involvement in community service and social work. I enjoyed my many experiences and I have developed a desire for working in RIT as a Graduate Assistant.

With a strong positive attitude combined with the ability to adapt to different cultures at work and being flexible at different situations, I firmly believe that I will be a good fit in RIT's innovative and intellectual environment. I am excited at the prospect of working for RIT as a graduate assistant upon starting my graduate studies and have enclosed my resume for your review.

Thank you for your time and consideration. I look forward to a follow-up conversation to discuss what I can do to partake in this great experience of becoming a Graduate Assistant at RIT.

Sincerely,

Rajkumar Ramadoss

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OBJECTIVE

A graduated individual with strong theoretical grounding and ample practical experience, who seeks a position which would be challenging, help improve my technical and organisational skills, expand my knowledge base and prove professionally satisfying.

EDUCATION

SRM University, Chennai – Tamil Nadu April 2012
Department of Instrumentation & Control Engineering
Bachelor of Technology in Instrumentation & Control Engineering
GPA – 7.6 (on a scale of 10.0)

St. John's Higher Secondary School (Villivakkam), Chennai – Tamil Nadu May 2008
Senior Year, High School Percentage – 88%

AREAS OF INTEREST

Embedded Systems	MEMS Technology	VLSI Design
Microcontrollers	Object Oriented Programming	Signal Processing

ACHIEVEMENTS/AWARDS/HONOURS

Presented a research paper, "Superfluids based Computing" to Anna University – KRUKSHETRA	2011
Junior Year Project – "Contact-less AC Voltage Indicator"	2011
Event Coordinator – "DOKINCE" – Departmental Technical Fest	2011
Active member of the IEEE Chapter at SRM University	2009

WORKSHOPS ATTENDED

'Hands on Training on MEMS Softwares' by National Program on Micro and Smart Systems (NPMASS)	Aug 2011
'Embedded System Design using Texas Instruments SOC and its Applications' by Gill Instruments	Mar 2011
'MATLAB training' by RAGHURAM ASSOCIATES	Mar 2011

SKILLS

CAD Designer (2D & 3D) – Certified by CADD Centre, Chennai	2010
Diploma in C, C++, UNIX – Certified by Computer Software College (CSC), Chennai	2006
Programming Languages – C++, C, Visual Basic, UNIX	
Software Platforms – MATLAB, NI LabVIEW, Keil MicroVision, AutoCAD 2D & 3D	
Leadership Experience – Secretary of Computer Science Department, Senior Year in High School	
Coordinator of HOSPITALITY section of AARUSH (National Level Technical Symposium)	
Interpersonal Skills – Self motivated individual with team-working and leadership qualities;	
Good verbal and written communication skills; Fast Learner	

WORK EXPERIENCE/INTERNSHIPS

Accenture Services Private Limited, India – Business Analyst	April 2012 – Till Date
Hindustan Coca-Cola Beverages Private Limited, Chennai – Summer Intern	June 2011
Integral Coach Factory (ICF), Ministry of Railways, Chennai – Summer Intern	June 2010
DELPHI – TVS Diesel Systems Limited, Chennai – Industrial Training	December 2009

COMMUNITY SERVICE

Public Service in Rural Areas as a part of the social initiative of the NSS	2006
Active Member of Rotary Club of Madras-West	2006
Was a part of the "Junior Red Cross Society"	2005