

To Whomsoever it may concern

I received an email regarding the availability of graduate assistantships for the academic year 2013-2014. I would like to apply for this position, and have included my resume accordingly.

At present, I am attending Dwarkadas J Sanghvi College of Engineering where I am pursuing my Bachelor of Engineering in Production Engineering. In the application I have written two essays outlining my personal qualities and my past experiences. I am aware that this position is one that is greatly coveted by likeminded students, but with my experience, great communication skills, and background in my studies; I know I make for the best choice.

Please give me a chance to interview for this position. Thankyou for your time.

Sincerely,

Kshitij Luthria

Enclosure: resume

KSHITIJ JAGDISH LUTHRIA

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OBJECTIVE	To secure a position as a Graduate Assistant.	
EDUCATION	Dwarkadas J Sanghvi College of Engineering, University of Mumbai, Mumbai, Maharashtra, India. Bachelor of Engineering in Production Engineering. Aggregate: 62.22%	June 2013
	Sathaye College, Mumbai, Maharashtra, India. Higher Secondary Certificate Examination(HSC) Aggregate: 76.83%	March 2009
	Arya Vidya Mandir Bandra(West),Mumbai,Maharashtra, India. Indian Certificate Of Secondary Education Examination(ICSE) Aggregate: 89.86%	May 2006
ACHIEVEMENTS	Ranked academically 7 th in my entire department for the years 2010 and 2011 and have a Certificate stating the same.	
TECHNICAL SKILLS	<i>Software:</i> AUTOCAD, PRO-E, SAP, Minitab. <i>Languages:</i> C,C++,Java.	
RELEVANT EXPERIENCE	Larsen and Toubro Ltd. , Mumbai, Maharashtra, India. <i>Implant Trainee</i> (50 hours/week)	July 2012- December 2012
	<ul style="list-style-type: none">◆ Part of the 'Strategic Sourcing Group'.◆ Duties included performing Zero Based Costing analysis,with the aim of obtaining parts at the cheapest rate without loss in quality.◆ Implementation and Research of Six Sigma and Supply Chain Management.	
	BJ Services Company Middle East Ltd. , Mumbai, Maharashtra, India. <i>Intern(laboratory Assistant)</i> (45 hours/week)	July 2011 - August 2011
	<ul style="list-style-type: none">◆ Working as a laboratory assistant to a senior engineer working on developing a cement slurry mixture required for a specific oil drilling project.◆ Studying various machines used to prepare the slurry mixture.	
LEADERSHIP	Pest-O-Rid, Family Business , Mumbai, Maharashtra, India.	January2007-2012
	<ul style="list-style-type: none">◆ Worked at a managerial position. Dealing with over a 100 clients.	
	Rotary Club, Mumbai, Maharashtra, India	January 2006-2012
	<ul style="list-style-type: none">◆ Organized various charitable events and donation camps held by the Rotary Club.	
	Production Department, University of Mumbai,Mumbai, Maharashtra, India	2011
	<ul style="list-style-type: none">◆ Captain of the Production Engineering Department for the college festival. Parichay,lead the department through numerous events guiding it to stand 3rd in the overall standings.	
	<ul style="list-style-type: none">◆ Organized the Outhouse Treasure Hunt for two college festivals Pulse and Parichay managing over 100 teams.	2010-2011
COMMUNITY SERVICE	Participated and organized annual medical camps at a village called Bapugaon along with my father who is a doctor.	2008-2012
PROJECTS	Presented a seminar on <i>Industrial Waste Management</i> Written a Paper on <i>Total Productive Maintenance</i> Final year Project on <i>Zero Based Costing Analysis,Research and Implementation of Six Sigma and Supply Chain management.</i>	
INTERESTS	Football, Travelling, Reading,Swimming.	