

Mr. Daniel Greer
Area Director for Greek Circle, Racquet Club, and University Commons
Center for Residence Life
Rochester Institute of Technology

Dear Mr. Greer,

I received a mail regarding the openings for graduate assistantships at RIT from RIT Graduate Enrollment Services. I am interested in Club Center Finance Assistantship, Club Administration Assistantship, Event Registration, New Student Orientation Assistantship, Student Conduct Assistantship and Assistantship for RIT Leadership Institute, and believe that my education and employment background are appropriate for these positions.

I have been granted admission for MS in Industrial & Systems Engineering in RIT and have completed BE in Mechanical Engineering. I am employed at General Motors India from the past 8 months. Working in the Manufacturing Engineering department at GMI has provided me with a penchant for instigating new ideas for upcoming projects and coordinating with other departments for setting up of meetings. Interaction with the cross-functional team in order to discuss and resolve issues has enhanced me as a people person. Working in a multinational company gave me a very good opportunity to work with people from other cultures and nationalities. My dedication towards my work was instrumental for the Kaizens (Continuous Improvement) that I have done on the shop floor. I am very proficient with Microsoft Office.

I believe that my combination of work experience, ethical values, dedication and a desire to learn make me a strong contender for the assistantship positions. I look forward to talking to the respective faculty in person. Thank you very much for your consideration.

Sincerely,

Rohan Rathi
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Rohan Rathi

- Objective** To seek assistantship at RIT
- Education** Maharashtra Institute of Technology, (2008-2012)
University of Pune, Pune, India
- Bachelor in Mechanical Engineering(Sandwich),
 - Engineering Aggregate: 64% (First Class)
- Coursework** Theory of Machines, Design of Machine Elements, Strength and Design of Machine Elements, Manufacturing Engineering, Production Management, Costing and Cost Control, Electrical Technology
- Current Employer** General Motors India (August 2012)
- Completed the project on improvement of Dimensional Score of the Fender panel of a Chevrolet hatchback car from 73% to 90% by working with the Die Supplier from China.
 - Completed a project to increase the body shop capacity from 10 JPH to 14 JPH by identifying the bottleneck stations and working out the additional manpower/fixtures/equipment.
 - Currently preparing layouts for future expansion of the plant.

Internships

JCB India (Jan 2012- June 2012)

Project:

Implementation of 5-S on WLS line

Created a standard format to enlist and locate all the parts and inventory items. For standardizing the material location, I devised a nomenclature for every stage of the assembly line based on different parameters, like stage, facility, row, and column. A new nomenclature for identifying all the torque wrenches was devised for its recalibration. Special compartments were made on the worktable for the efficient storage of tools, making them easy to access and use.

Assignment:

Increase the loading Density of Powder Coating Plant

Modified the hanger design for loading the parts in the Powder Coating plant which helped in saving 20 fly bars per shift and quite a considerable reduction in time.

PARI (July 2010- Dec 2010)

Worked on the Design and Assembly of different material handling systems, mainly belt and roller conveyors and also Manipulators.

Seminars

Dual Clutch Transmission

Presented a seminar on the technology of Dual Clutch Transmission; its construction, working and future scope for developments.

High Speed Supercavitating Vehicles

Presented a seminar on Supercavitation; the concept and its advantages, the applications of this emerging technology, and also presented a case study on the Shkval Torpedo.

Computer Skills

Conversant with C, ANSYS, CATIA, PRO-E, Windows and MS Office

***Extracurricular
Activities***

Basketball, Trekking, prize-winning participant in Robotics at inter-college level.

***Other
Achievements:***

- HSC Scholarship
- State level Basketball

Winners in Basketball (National Level Inter-Engineering sports meets)

- SUMMIT 2008, 2010
- ZEST 2010, 2012
- Versatalia 2010