

Harshita Sood

6000 Reynolds Drive, Mailbox #2181, Rochester, NY 14623 • (585) 748-0180 • hxs8080@rit.edu

28th March, 2013

Dear Selection Committee,

Please accept my application for the RIT Student Affairs Graduate Assistant position. I will be a graduate student at RIT for the 2013/1014 academic year and want to continue my involvement with student affairs. Through my experiences at Rochester Institute of Technology, I have acquired the skills necessary to be a successful candidate for the positions for which I am applying, as I have multiple skills outside of my undergraduate and graduate major.

I have been very involved as a student leader within the RIT community since my freshman year, when I joined International House and the Special Interest House Activities Committee (SIHAC). I served as a Peer Advisor Leader (PAL) for International Student Services, the Chairperson of SIHAC and the Treasurer of International House during my 2nd year, through which I developed financial management, event planning and leadership skills. I also developed ASL skills during this time, through my interaction with Deaf students and staff members. During my 3rd and 4th years, I served as a member of RIT Global Union, first as Secretary and then as President. These positions allowed me to work with 11 other Major Student Organizations, 25 different cultural clubs at RIT and many diverse student groups. As President of Global Union, I hired, trained and led a team of 18 individuals and worked with a budget of \$28,000. During this time, I also served as a Resident Advisor in Sol Heumann Hall, and then in Global Village. Through these positions I acquired skills related to conflict resolution, time management, effectively working in a team, completing tasks in a timely manner while paying attention to details, and the importance of confidentiality and professionalism. I am also very capable of completing tasks with limited supervision, but I always ask for advice when needed. I am good at managing multiple priorities, such as balancing academics with my various leadership roles at RIT, which is reflected in my cumulative GPA of 3.44.

I have attached my resume, which will provide additional information relative to my education, experience and interests. I believe I am qualified to be a Graduate Assistant for Student Affairs, and I know I can continue to make a strong contribution to this department. If you have any questions, please contact me by cell phone at 585-748-0180 or by email at hxs8080@rit.edu.

Thank you in advance for considering my application and I look forward to hearing from you.

Sincerely,

Harshita Sood

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EDUCATION

Bachelor and Master of Science

Anticipated May 2014

Major: Environmental Science, Minor: Environmental/Organismal Biology

Current grade per average: 3.43

Rochester Institute of Technology, Rochester, New York

High School Diploma

May 2009

Graduated in top 10% of the class with an 'All-Rounder' award

Placed 87% in the Indian School Certificate Examination (ISC) in 12th grade

Placed 92% in the Indian School Certificate of Secondary Education Examination (ICSE) in 10th grade

Modern High School for Girls, Calcutta, India

WORK EXPERIENCE

Rochester Institute of Technology

- * Center for Residence Life
 - o Global Village Resident Advisor August 2012-Present
 - o Summer Resident Advisor June 2012 – August 2012
 - o Resident Advisor, Sol Heumann Hall August 2011- May 2012
- * RIT Global Union
 - o President, June 2012-Present
 - o Secretary August 2011- May 2012
- * Student Worker, Center for Religious Life August 2011-Present
- * President, Special Interest Houses Activities Committee August 2010-May 2011
- * Treasurer, International Special Interest House August 2010-May 2011
- * Peer Advisor Leader, International Student Orientation August 2010-September 2010

RESEARCH AND PRESENTATION HIGHLIGHTS

Research

Rochester Institute of Technology

- * Member, Research Scholars Program, School of Life Sciences 2011-Present
 - o Research Focus: Heavy Metal Detection and Avoidance in *Porcellio scaber*
- * RIT Mechanical Engineering – Senior Design Team
 - o Environmental Impact Assessment for a team project. Assessed the impact of a small-scale energy generation unit installed in Genesee River.

Presentations

Sood, H. & Pough, F. H. (2012). *Heavy metal avoidance behavior in terrestrial isopods*. Rochester Academy of Science Symposium. Monroe Community College, Rochester, New York.

Sood, H. & Pough, F. H. (2011). *Heavy metal avoidance behavior in terrestrial isopods*. Undergraduate Research Seminar. Rochester Institute of Technology, College of Science, Rochester, New York.

AWARDS

Rochester Institute of Technology

- * International Student Outstanding Service Award, RIT 2012
- * Alfred L. and Ruby C. Davis Leadership Award, RIT 2012
- * Dean's List, College of Science
- * RIT College of Science Summer Research Grant, 2012