
COVER LETTER FOR A GRADUATE ASSISTANT POSITION

*12, Sahyadri Bldg.,
Sharda Park, D. P. Road,
Aundh, Baner,
Pune – 411007.
Maharashtra,
INDIA.*

*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 am writing to express my interest in the Student Assistant position for Center for Campus Life. I found the job posting listed on the Rochester Institute of Technology (RIT) Student Employment website. I am an accepted student and will be pursuing a graduate course in Industrial and Systems Engineering beginning from the FALL 2013 term.

I have an experience of working in various industries where I have carried out daily activities such as keeping track of the safety systems placed in the plant, filling up the daily production report of the labors, taking safety audits, supervising regular labor meetings. Moreover, I am also involved in tutoring students and giving them training for typewriting courses. If offered a graduate assistantship I will become more knowledgeable about the know-how of the jobs done in a different region and thus make me more competent in my job.

I am very eager to perform work that benefits the campus. If I am chosen for the job, I will work hard in any tasks I am assigned. I believe I can contribute largely to RIT by offering my leadership skills and professionalism. I am confident that I can meet the expectations required for the position. I have attached my resume for your review.

I would appreciate if you circulate my resume to interested professors and people in the RIT community.

Sincerely,
Ameya Margaj.

12, SAHYADRI BLDG., SHARDA PARK,
D.P. ROAD, AUNDH, PUNE-411007

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AMEYA MARGAJ

Objective: To Obtain a Graduate Assistantship at RIT

Education: **Bachelors of Engineering (B. E.) Production Engineering (Sandwich)**
AISSMS COE, Pune. [2008-2012]
University of Pune, India. Aggregate Score: 63.26%

Coursework: Industrial Engineering and Management, Production and Industrial Management II, Operations Research, Ergonomics and Human Factors in Engineering, Supply Chain Management.

Projects: INTERNSHIP [2012-2013]
Productivity Improvement in a Warehouse
Spear Logistics Private Limited, Aundh, Pune
Reported to: Mr. Vishal Bhinge.

- Studied all the processes in a warehouse.
- Analyzed and identified the bottleneck areas.
- Designed the process for receipt activity.
- Designed a customized trolley for quick movement of materials.

FINAL YEAR [2011-2012]

Streamlining the Process Flows and Line Balancing.

Gabriel India Limited, Chakan, Pune.

Reported to: Mr. M. B. Magdum.

- Created a Standardized Work Chart (SWC) for all the processes in the company.
- Carried out a thorough analysis of the processes.
- Formulated an Inventory Model for Streamlined flow of material from a bottleneck process.
- Defined the output per shift for each assembly line.
- Increased the output per shift by 75 nos.
- Reduced the number of operators by 2 per shift.

THIRD YEAR

[2010-2011]

Design and Fabrication of Material Trolleys.

Thermax Limited, Chinchwad, Pune.

Reported to: Mr. S. R. Mane.

- Collected data for all the material needed for manufacturing of one coil type boiler.
- Prepared a CAD drawing of a trolley to keep all the material
- Supervised the manufacturing process of the trolley
- Implemented the trolley on the shop floor for each and every coil type boiler with slight modifications.

Seminars:

1. Safety Stock Management in Multi-Stage Supply Chains under Different Production Capacity Constraints.
2. A Seminar on the Suspension System in an Automobile.

Internships:**1. SPEAR LOGISTICS PRIVATE LIMITED, AUNDH, PUNE**

Internship.

Duration: (From December 2012 to Present).

2. GABRIEL INDIA LIMITED, CHAKAN, PUNE.

Industrial-In-Plant Training.

Duration: 6 Months (From January 2012 to July 2012).

3. THERMAX LIMITED, CHINCHWAD, PUNE.

Industrial-In-Plant Training.

Duration: 6 Months (From July 2010 to December 2010).

Computer Skills:

1. CATIA V5, AUTOCAD.
2. Microsoft Office.
3. Proficient in Programming Languages like C, C++

Professional**Memberships:**

1. SAE INDIA.
2. INSTITUTION OF ENGINEERS (IE)

Extra - Curricular

Activities:

1. Team Captain for Inter-Departmental Table Tennis Competitions.
2. Organized a technical event, 'The Marketing Mania', in a National Level Symposium 'Engineering Today' held at AISSMS COE, PUNE.
3. Participated in SAE Virtual BAJA 2009.
4. Passed the Government Exam for Typewriting with a speed of 30 words per minute (wpm) and 40 wpm.
5. Studied French for 5 years.

Other Interests:

Exercising, listening to music, playing the guitar, trekking, playing table tennis, watching movies and cricket matches.

References:

Available on request.