

Jacob Sajinyan  
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March 29, 2013

Dear Sir/Madam,

I would like to take this opportunity to apply for a graduate assistant position at the Rochester Institute of Technology (RIT), and I have included my resume accordingly.

I attended RIT in the 2011 – 2012 academic session to study for my Master of Science in Electrical Engineering (MSEE) degree. During that time, I had the opportunity to work as a Building Assistant at the Center for Campus Life. I worked under very little supervision and reported directly to the Associate Director, Carol Reed. I had the opportunity to develop my communication and interpersonal skills, as well as my work ethics. I believe that these skills, combined with my prior experience in working at RIT and academic knowledge, make me a suitable candidate for a graduate assistant position.

I am currently applying to the MBA and MS Finance programs at the Saunders College and will be a graduate student in the 2013 – 2014 academic session. Please give me the opportunity to interview for a graduate assistant position. I look forward to hearing from you, as well as participating in Assistantship Interview Week.

Sincerely,

Jacob Sajinyan

Enclosed: Resume

# JACOB OLUBANJI SAJINYAN

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## PROFESSIONAL OBJECTIVES

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A career in finance at a multinational corporation that takes a global approach to its business.

## SUMMARY AND QUALIFICATIONS

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- Engineering graduate with excellent numerical, analytical, computer and problem-solving skills necessary for success in a career in finance. Engineering degree involved over 90% of numerical computation and analysis, and the use of programming languages such as MATLAB.
- Excellent consultation skills necessary for finance. During job as an academic tutor, I increased the number of student attendance by 70% over the course of a semester.
- International exposure due to international travel and studies. Over 33% of my life has been spent outside my home country. I will bring diversity and an international perspective to the MBA program that tie in with my long-term career goals.

## EXPERIENCE

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Building Manager, Rochester Institute of Technology, September 2011 – August 2012

- Conducted daily inventory of Student Alumni Union and Campus Center buildings on campus.
- Conducted fire safety checks and placed orders for maintenance.
- Worked with minimal supervision from supervisor.

Undergraduate Researcher, Northern Arizona University, January 2011 – May 2011

- Modeled artificially generated Gaussian-distributed data using stochastic processes, for use in a wireless sensor network.
- Performed statistical calculations on data sets using the MATLAB programming language.
- Used real-world data sets such as daily temperatures in a month, which were taken from the National Weather Service observations at Pulliam Airport in Flagstaff, to verify functionality of MATLAB code.

Academic Tutor, Northern Arizona University, September 2008 – May 2011

- Tutored students in lower level electrical engineering, calculus, and general chemistry classes.
- Led study sessions for groups of up to 4 students.
- Promoted to level 2 tutor after satisfactory number of hours, increasing student attendance, and adequate training. Promotion also included a pay raise, and an international tutor program certification.

## EDUCATION

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Rochester Institute of Technology, Graduate Studies (Electrical Engineering)

Northern Arizona University, B.S.E (Electrical Engineering)

- Member of National Society of Collegiate Scholars and Tau Beta Pi honor societies.
- Graduated with a high GPA of 3.65.
- Dean's List: Fall 2007, Spring 2008, Fall 2009, Spring 2010, Fall 2010, Spring 2011.
- Assistant team leader for senior design capstone team. Further duties included being in charge of every document drafted by the team; proofread documents for grammatical errors and ensured guidelines outlined by client were followed.

## AWARDS AND ACHIEVEMENTS

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- The Golden Axe Award by Northern Arizona University.
- Invitation to attend the 2009 inauguration of President Barack Obama by the National Society of Collegiate Scholars
- TAU Beta Pi – Engineering Honor Society.