**Cover Letter**

Darla Anita Parvathi,

993, S Robert Street, Apt 106

West St Paul, Minnesota 55118.

320-334-1777.

March 28, 2013

To the Division of Student Affairs,

I am applying for the Graduate Assistant positions 2013 at the division of Student Affairs, RIT. My experience and diverse knowledge make me a competitive candidate for this opportunity.

My experience as an architect, the knowledge of various computer applications and several other extra-curricular activities is excellent. My past work experience includes Designing, Arranging meetings with clients, preparing slideshows for presentations, managing finances for events such as Rotaract, Unesco, YRC etc.

Furthermore, I have experience in office management, site visits, filing of documents, financial updates and event managements. I am comfortable working at multilevel organizations in accordance with other employees. I possess very good communicating, reading and writing skills.

I am available for an interview through phone or skype scheduled at your convenience. I can be reached at the phone number provided above. Thank you for your consideration.

Sincerely,

Anita Darla.

Page down: Resume

**RESUME Darla Anita Parvathi**

3035 Eagandale Place, Apt-101,

Eagan, Minnesota – 55121.

Ph: 320-334-1777

E-mail - ar.anita7@gmail.com

**QUALIFICATIONS**

* **Architect:** Worked as an Architect in designing Residences, developed working drawings, Architectural Detailing, Structural details, 3D views. Conducted client meetings for design discussions, attended site visits with the lead architect and Office management.
* **Communication and Organisation:** Possess good communication and writing skills in English and Regional languages (Hindi, Telugu and Tamil). Organise and assist for presentations and development meetings with clients. Good at filing and organising spaces and interior designing.
* **Computer Proficiency:** Autodesk Architectural Desktop [AutoCAD 2013], Sketch Up pro, Adobe Photoshop Cs3, Microsoft Office 2007 Word, Excel, PowerPoint, Windows Movie Maker, Revit [Architecture 2012].
* **Key Strengths:** Responsible and productive with strong work ethics. Can work in fast-paced work environment. Easily adaptable and ready to learn any new field of work helpful for the job. Can assist during strenuous work hours.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

School of Architecture and Planning, Anna University, India. July, 2010

*Bachelor in Architecture, B.Arch.*

­­­­­­­­­­­­­­­­­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE**

**Red Architecture, Chennai, India.** Dec 2010 to Jun 2010

Junior Architect

* Developed designs assisting the Lead Architect
* Architectural drawings and Client meetings
* Material selection and Site visits.

**Fountain Head Architects, Hyderabad, India.** Aug 2009 to Dec 2010

Student Intern

* Working on concept level sketches and drawings of design
* Preparing slides for presentation to the client about design variations.
* Design and publicize posters for meetings and programs.
* Meeting with clients and coordinating the design ideas.
* Office management and filing of client of data.

­­­­­­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTRA CURRICULAR ACTIVITIES**

* Participated in Annual Nasa [National Association of Students of Architecture] Design Competition [**ANDC**] and been shortlisted for the finals.
* Participated in the National Association of Student Architects [**NASA**] held at Trivandrum [Kerala] and Manipal.
* Served as Secretary for the **Rotaract** club [Unnathi, SAP]. Conducted and participated in several activities like tree planting as part of eco drive, Helmet and drive campaign for safety driving, Bus shelter allocation survey, designing of ramps for physically challenged in our University for safe commuting within the community.
* Participated in **UNESCO** program which conducted a documentation and research on the Chettinadu (Regional Indian) traditional architecture.
* Active participant of **YRC** (Youth Red Cross) initiating Blood drive, a mobile campaign for collecting blood and donating to blood banks, participated in the 2 month summer camp towards several issues like donating old school books, providing meals to the children and helping blind people in taking their examinations etc.

The End.