

5<sup>th</sup> February, 2019

Dear Recruitment Officer,

**Re: Application for the Position of an Environmental Engineer or Scientist**

I am writing in response to your advertisement for an Environmental Engineer or Scientist. I am a Doctoral student at the Department of Civil Engineering in Queen's University (Graduation: April 2019). Having acquired over three years' experience conducting experimental research relevant to the fields of Civil and Materials Engineering, with emphasis on buried infrastructure deterioration and rehabilitation., I would love to apply my skills to this role.

I am captivated by the opportunity this role provides, to work alongside experts across various fields on challenging and diverse projects. Due to my desire to acquire knowledge and conduct research in a variety of fields related to science and engineering, I have attained a diverse academic and professional background and have completed coursework in Chemical, Materials, Mechanical and Civil Engineering. I believe this will be an asset to the role, as I have learnt how to apply fundamental skills such as; critical thinking, qualitative and quantitative analysis, and problem solving, in various fields. This has enabled me to excel in different academic disciplines and conduct high quality research in various fields. I am also a fast learner and have excellent interpersonal skills.

To develop my presentation and communication skills to a wide range of audience, I have presented at various academic conferences and delivered undergraduate guest lectures at the Civil and Mechanical Engineering departments at Queen's University. I have also participated in various professional development workshops such as; Skills of Communication and Essentials of Productive Teams.

With my skills and academic background, I believe I would be well equipped in carrying out the expected duties efficiently. I would be glad to provide any additional information needed. I thank you for taking the time to go through my CV, as I look forward to hearing from you.

Sincerely,  
Titilope Adebola

# **TITILOPE ADEBOLA**

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## **Profile**

I have over three years' experience conducting experimental research relevant to the fields of Civil and Materials Engineering, with emphasis on infrastructure deterioration and rehabilitation. I am a highly motivated individual with a penchant for excellence, capable of working independently as well as in a team, meeting rigid deadlines while exceeding expectations.

## **Core Skills**

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|--|------------------------------------|
| - Qualitative and Quantitative Data Analysis           | - Organization and Time Management |
| - Technical Report Writing                             | - Public Speaking                  |
| - Proficiency in Engineering tools (including AutoCAD) | - Interpersonal Skills (Team Work) |
| - Materials Characterization Techniques                | - Multitasking                     |
| - Mechanical Testing and Instrumentation               | - Microsoft Office                 |
| - Detail Oriented                                      | - Oral and Written Communication   |

## **Work Experience**

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### **Research Assistant | Department of Civil Engineering, Queen's University**

September 2015 – Present

- Manage multiple research projects related to the design and conducting of scientific experiments in collaboration with industry partners.
- Develop experimental testing procedures and provide in-depth analysis of obtained results under minimal supervision.
- Prepare articles for submission to academic journals and conferences and present research findings at international conferences, stakeholder meetings and community events.
- Delegated as a representative of Queen's University to promote graduate research at community-events, including to the Mayor of Kingston.
- Initiated and managed tools for effective scheduling of laboratory activities by graduate students within the department, thus improving their productivity.

### **Graduate Teaching Assistant | Department of Civil Engineering, Queen's University**

January 2016 - Present

- Develop assessment tools to evaluate students' performance in undergraduate level courses.
- Design teaching materials alongside course instructors to improve students' learning and engagement.
- Deliver guest lectures and facilitate weekly tutorials to a class size of over 60 students.
- Train new teaching assistants on the effective delivery of course materials and the proper use of laboratory equipment.
- Respond to student inquiries and concerns related to the course.

**Consultant | Community Foundation for Kingston & Area**

September 2017 - March 2018

- Worked as part of an interdisciplinary team responsible for developing an action plan to solve an ongoing marketing problem faced by the foundation.
- Conducted extensive qualitative and quantitative research to evaluate the scope of the problem.
- Performed small-scale tests within controlled populations to assess the feasibility of our proposed recommendations and the potential for scaling-up.
- Provided recommendations and implementation strategies based on research findings to help the foundation improve their marketing techniques.

**Industrial Trainee | Nigerian National Petroleum Corporation**

March – June 2015

- Worked as part of a team responsible for the start-up of the Linear Alkyl Benzene (LAB) production plant after a ten year shut-down.
- Attended to operational problems encountered in the plant.

**Volunteer Experience**

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**Community Service Coordinator | Civil Graduate Student Society**

May 2016 - September 2017

- First elected official to assume this position in the department.
- Identified opportunities for students to engage with the community through volunteering.
- Established partnerships between the department and community partners within the Kingston community, such as Habitat for Humanity, Loving Spoonful and Big Brothers Big Sisters of Canada.
- Managed all aspects of the event planning, including marketing, transportation logistics, feeding and student role assignment.

**Education**

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**Queen's University – Kingston, Ontario**

September 2015 – 2019

Civil Engineering

Doctoral degree

**African University of Science and Technology – Nigeria**

July 2013 – December 2014

Materials Science and Engineering

Master's degree

**American University of Nigeria - Nigeria**

January 2009 - December 2011

Petroleum Chemistry

Bachelor's degree  
(Honours)