

NISCHAL KHATRI

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Dear Hiring Manager,

I am writing to apply for your Internship/Co-Op Program. Currently, I am enrolled in Ramapo College of New Jersey as a Mathematics major and with minor in Computer Science. I am very interested in Mathematics/ Information Technology related careers and am seeking opportunities to enhance and utilize my skills and qualifications.

As a Mathematics major and a Computer Science minor, I have accumulated knowledge in various courses that range from programming to logical reasoning. I am also enrolled in the College's Honors Program which has helped me develop very strong analytical skills, critical thinking techniques, and reasoning abilities. I believe knowledge outside the class to be extremely helpful to enhance the materials we study inside the class. Hence, I have taken various classes on my own while I was in high school, and have continued it here in college too. Now I am working in the college's Information Technology System (ITS)-ResNet where my job is to work under a Network Engineer to troubleshoot and resolve network problems throughout the school, set up/repair switches, access points, and Ethernet ports. Besides that, we are also responsible to manage and check wireless status in a timely manner, and to handle the data closets. This has helped me to learn a great deal in both aspects of the computer i.e. hardware and software.

As indicated in my resume, my participation in various volunteer activities and clubs has demonstrated my active participation and leadership skills in different on and off campus programs. Among these various clubs, Computer Science and Technology Club has been the prominent one for me because of the numerous opportunities it has provided me in programming activities and other Computer Science related events. It has also landed me the opportunity to work as a Research Assistant in the study of Virtual Reality.

Enclosed is my resume for your review. I would love the opportunity to meet you and discuss my qualifications in person.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Nischal Khatri

Encl.