

Dheeraj Solanki

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Dear Raeshelle Morris-Griffith & Jaqueline Nicol,
Humber's Office of Research
and Innovation,

February 09, 2023

I am writing to apply for the Research Assistant position at Humber's Office of Research and Innovation. As a dedicated research professional with extensive experience in research design, data collection and management, and report writing, I am confident that I have the skills and experience needed to excel in this role.

I was impressed by the opportunity to work in a dynamic and fast-paced environment, as this aligns with my career goals and provides opportunities for growth and advancement in the field. My experience as an Assistant Operations Manager at Le Gourmand Bakery & Bistro and an Administrative Executive at Aussizz Group, has honed my ability to multitask and manage multiple tasks and deadlines. I am also proficient in Microsoft Office and SPSS, and have strong analytical skills and attention to detail, making me a strong candidate for this position.

I have a Bachelor's degree in business administration, as well as am pursuing Post Graduate Certificate in Research Analyst from Humber College. I have a passion for research and have demonstrated this through my previous roles as a Research Associate at Lattice Data Solutions, where I conducted research and reduced research analysis time by 25%. I am also confident in my ability to prepare research reports and presentations and communicate with stakeholders to gather information and feedback.

I am eager to join Humber's Office of Research and Innovation and contribute to meaningful research projects that have a direct impact on the world. Your company's values and mission align with my own, and I believe I would be a great fit for this role. I would be happy to discuss my qualifications in further detail and would be available for a follow-up interview.

Thank you for considering my application.