

POOJITHA SIVAKUMAR

13 ELMTREE CRESCENT, CLYDE NORTH, VICTORIA 3978 · 0424 014 300

Poojasivakumar98@gmail.com

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Hiring Manager
Deloitte

Dear Hiring Manager,

Thank you for the opportunity to apply for the Deloitte Business Graduate Program role. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Give these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform the above expectations.

I am a quality-oriented professional who has been consistently praised as detail-oriented by my colleagues and managers. Over the course of my 3-year university journey as a commerce student with extensive work experience, I have been able to develop a skillset which is directly relevant to the Deloitte Business Graduate Program role. I am privileged to have been part of two part time jobs: Doxa Accounting Cadet and Kumon Floor Manager. At Doxa, I have been able to apply accounting knowledge into Accounting software, such as Microsoft GP and mastered my skills with Microsoft Excel. I have been entrusted to do EFTPOS and gaming cheque reconciliation which includes entering payables and analysing the performance of machines.

Whilst at Kumon, I have worked on training and development of staff and students, special-needs instruction, providing assistance to students who are not up to the academic standards and recruitment of all the staff who match the culture and values of the organisation. Overall, I have demonstrated leadership, analytical, and teamwork abilities in every aspect of my Floor Manager role at Kumon Berwick South and Narre Warren, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organisation.

Please contact me at (+61424 014 300) or via email at poojasivakumar98@gmail.com. I am happy to elaborate the gap on my transcript at which time I was taking care of a family member recovering from a serious illness.

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

Sincerely,
Poojitha Sivakumar