Robert Girdner

2124 S. 4th St. Waco, TX 76706

(325) 267-4574, robert\_girdner@baylor.edu

August 27, 2018

Polyglass, USA

Waco, TX

Dear Polyglass Engineering staff:

I learned about the Engineering Co-Op position on Handshake, and I am interested because I feel that this would provide me with valuable engineering experience for future career opportunities. I would appreciate the opportunity to learn from engineers in the industry and further my knowledge of engineering and manufacturing processes.

I have experience working with Solidworks. I did most of the CAD work for my team in my Engineering Design 1 course in school. We were tasked with building a robot that fulfilled the request for proposal that our instructor gave us. This class also showed me what it was like to work on a team of engineers to solve a problem.I also have experience using both Mathcad and Matlab. I have used both programs throughout my time in school for various classes and projects.

I have also held a part-time job working at the student technology help desk on campus throughout my time in school. This shows that I have the ability to manage my time effectively and handle another layer of responsibility on top of schoolwork.

This position will allow me to put my skills and passions to work in a real engineering application and will help to further my career as a mechanical engineer. Thank you for your time and consideration.

Respectfully,

Robert Girdner

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**Objective:**

* To obtain valuable experience to help me further my career in mechanical engineering.

**Education:**

* Baylor University, Waco, TX

Major: Mechanical Engineering

Minor: Mathematics

Expected Graduation: August 2019

GPA: 3.27/4.00

**Skills & Abilities:**

* Leadership
  + Baylor TechPoint Advanced Staff
* Honors & Organizations
  + Co-Founder & Vice President of BU Makers
* Customer Service
  + Started as a busser at Abuelo's and promoted to host stand where I helped customers regularly.

**Work Experience:**

* TechPoint, Baylor University Libraries: Study Commons Technician, February 2016 - Present
  + Help patrons with various technology related issues to the best of my ability.
  + Deploy new computers across campus and maintain and troubleshoot most computer workstations and printers across campus.
  + Work on maintaining the 3D printers that TechPoint has invested in. I have also been helping to get the maker lab at Baylor started.
* Abuelo’s Mexican Food Restaurant: Host/Busser February 2014 - August 2015, May 2016 – August 2016
  + Greet customers, guide them to tables, and plan where to seat customers throughout the night.
  + Cleaned tables and bathrooms and help server staff when needed.