

April 7, 2014

To Whom It May Concern:

I would like to be considered for an available position in the Information Technology Department at Concurrent Technologies Corporation. I am currently a senior at California University of Pennsylvania majoring in Computer Information Systems and minoring in Business. I will be graduating May 10, 2014 from Cal U where I am a member of Alpha Lambda Delta (Honors Fraternity), involved with the National Society of Leadership and Success, and working on the development of STEM (Somerset Trust Employee Manager) for my senior project.

I have experience in the IT field from working seasonally the past three years at Somerset Rural Electric Cooperative as an IT Assistant / IT Intern, and from working at U-Tech Services as an IT Intern. I also have worked at the call center for California University of PA for three years which has helped me gain communication skills. I am seeking to work for Concurrent Technologies Corporation to obtain more experience and to advance within the company.

With my current education and experience, I feel that I could impact your company in a positive manner. I like working with people and am always looking to learn more and face new challenges. My attached resume demonstrates my continuing education and background. This experience would give me the opportunity to assist your company and learn more about information technology.

I welcome the opportunity to meet with you to discuss my qualifications and availability to work for Concurrent Technologies Corporation. I can be reached at (814)-233-9185 or also at eng1585@calu.edu.

Thank you for your consideration.

Sincerely,

*Brooke Engle*

Brooke Engle

# Brooke E. Engle

## Objective

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I would like to work in the Information Technology Department at Concurrent Technologies Corporation with the opportunity to advance within the company.

## Work Experience

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August 2011 - Present                      California University of PA                      California, PA

### Call Representative

- Call alumni, current students, and perspective students.

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May 2011 – January 2014                      Somerset Rural Electric Cooperative                      Somerset, PA

### IT Assistant / Intern

- Fixed day-to-day computer problems to gain experience in problem solving.
- Made user manuals and taught new systems to employees to gain experience with implementing new systems within a company.
- Created and maintained the company website to broaden my web development skills.

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August 2013 – December 2013                      U-Tech Services                      California, PA

### IT Intern

- Fixed day-to-day computer problems to gain experience in a fast-paced university environment as well as problem solving skills.
- Created and pushed images to computers on campus to allow for faster and more efficient ways to handle computer problems.

## Education

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August 2010 – May 2014                      California University of PA                      California, PA

### Computer Information Systems with Minor in Business

**3.709 Major GPA**

**3.934 Minor GPA**

- National Society of Leadership and Success
- Alpha Lambda Delta
- National Engaged Leader Award
- Presidential Scholar Award
- National Dean's List
- Peer Mentor
- STEM Senior Project Development

Related Courses: Application Programming I & II, Visual Programming, COBOL, Web Programming, CISCO CCNA I & II, Database I & II, Systems Analysis, Systems Project Management, and Senior Project I & II.

## References

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**Mr. Gary Gindlesperger**

Information Technology Manager  
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223 Industrial Park Road  
Somerset, PA 15501  
(814)-445-4106 ext. 225

**Mr. Mike Mullen**

Information Technology Technician  
U-Tech Services  
250 University Drive  
California, PA 15419  
(724)-938-5319

**Mr. Brad Steadman**

Director of Calling Services  
California University of PA  
250 University Drive  
California, PA 15419  
(412)-266-6588

Gary Gindlesperger  
223 Industrial Park Road  
Somerset, PA 15501  
814-445-4106 ext. 225  
gary@somersetrec.com

February 17, 2014

To whom it may concern:

I am writing this letter to give my highest recommendations to Brooke Engle. I am currently the I.T. Manager of Somerset Rural Electric Cooperative and was employed for 14 years by Berlin Brothersvalley School District as a Network Administrator prior to my current employment. I have known Brooke over the years as a student and as my assistant at Somerset Rural Electric Cooperative.

Brooke was a dedicated and hard-working student throughout her school career. Brooke was part of a program we have at Somerset Rural Electric to give college students employment during off school times to help them get on the job experience. Brooke was assigned to be my assistant due to her interest in the computer field. I was very impressed with the knowledge Brooke brought to the job. I could ask Brooke to complete a task and know it would get complete in a correct and timely fashion. What impressed me the most was her ability to solve problems on her own if she ran into an issue she did not already know how to solve. Brooke is a very social, fun and pleasant young lady who can fit into any crowd.

Brooke did various tasks as my assistant. She was very much involved in our migration from older versions of Windows to newer versions. This process involved configuring the network and migrating all of the user's files and data to a different machine. Brooke had to deal with many different configurations and scenarios for this task. Brooke was involved in routine maintenance of our systems and printers. Brooke assisted in the creation of a local web server and updated our website on a regular basis. I am in the process of creating a mobile app for phones and tablets for my company and Brooke helped out with her programming experience.

In closing I really am impressed with Brooke. Brooke has a broad range of technical skills that qualify her for many fields within technology. Brooke is a very driven individual who wants to succeed and will work hard to do so. Brooke has a great personality that allows her to work well with others. I believe personality is overlooked many times in technology. Many time people working in information technology are working with people not so technical. It is important to be able to communicate with those people in a pleasant and none demeaning manor. Hiring Brooke in the computer field would be a smart move for any business.

Sincerely,

Gary Gindlesperger