

201 Edge Drive  
Norcross PA 17001  
March 14, 2012

Mr James Vernon Personnel Director  
M-Global Inc  
105 Halsey Street  
Baltimore MD 21212

Dear Mr. Vernon:

My academic adviser, Professor Sam Singleton, informed me about an electrical engineering opening at M-Global, where he worked until last year. I am writing to apply for the job.

I understand that M-Global is making a major effort to build a full-scale equipment development laboratory. That prospect interests me greatly because of my academic background in electrical engineering. At Northern Tech, I took courses in several subjects that might be useful in the lab's work—for example, microprocessor applications, artificial intelligence, and fiber optics.

Also, related work at Jones Energy & Automation, Inc., has given me experience building and developing new electronics systems. In particular, my work as an assembler taught me the importance of precision and quality control. I'd like the opportunity to apply this knowledge at M-Global.

Personal business will take me to Baltimore April 8–10. Could you meet with me on one of those days to discuss how M-Global might use my skills? Please let me know if an interview would be convenient at that time.

Enclosed is a résumé that highlights my credentials. I hope to be talking with you in June.

Sincerely,  
*Donald Vizano*

Donald Vizano

Enclosure: Résumé

**Donald Vizano**  
**201 Edge Drive**  
**Norcross PA 17001**  
**(300) 555-7861**  
**dvizano@nct.edu**

**OBJECTIVE:** A full-time position in electrical engineering, with emphasis on designing new equipment in automation and microprocessing

**EDUCATION:** 2006–2012 Bachelor of Science in Electrical Engineering (expected June 2012)  
 Northern College of Technology,  
 Shipley, PA 3.5 GPA (out of 4.0 scale)

**Major Courses:**

Fiber Optics	Artificial Machine Intelligence
Automated Manufacturing Systems	Communication Control Systems
Microprocessor Control	Microcomputer Applications
Microcomputer Systems	Digital Control Systems
	Semiconductor Circuits and Devices

**Related Courses:**

Information Systems	Programming Languages
Business Communication	Engineering Economy
Industrial Psychology	Technical Communication

**Other Skills:** Fluent in Spanish

**ACTIVITIES**

**AND HONORS:** Institute of Electrical and Electronic Engineering (IEEE)  
 Dean's List, eight quarters.

**EMPLOYMENT:**

2008–2012	Electronic Assembler (part time) Jones Energy & Automation, Inc. Banner, PA
2007–2008	Lab Monitor (part time) Computer Services Northern College of Technology Shipley, PA

**REFERENCES:** Available upon request

1523 River Lane  
Worthville OH 43804  
August 6, 2012

Mr Willard Yancy  
Director, Automotive Systems  
XYZ Motor Company, Product Development Division  
Charlotte NC 28202

Dear Mr. Yancy:

Recently I have been researching the leading national companies in automotive computer systems. Your job ad in the July 6 *National Business Employment Weekly* caught my eye because of XYZ's innovations in computer-controlled safety systems. I would like to apply for the automotive computer engineer job.

Your advertisement notes that experience in computer systems for machinery or robotic systems would be a plus. I have had extensive experience in the military with computer systems, ranging from a digital communications computer to an air-traffic-control training simulator. In addition, my college experience includes courses in computer engineering that have broadened my experience. I am eager to apply what I have learned to your company.

My mechanical knowledge was gained from growing up on my family's dairy farm. After watching and learning from my father, I learned to repair internal combustion engines, diesel engines, and hydraulic systems. Then for five years I managed the entire dairy operation.

With my training and hands-on experience, I believe I can contribute to your company. Please contact me at 614/555-2731 if you wish to arrange an interview.

Sincerely,



James M. Sistrunk

Enclosure: Résumé

**James M Sistrunk**  
**jmsistrunk@tmail.com**  
**1523 River Lane**  
**Worthville OH 43804**  
**(614) 555-2731**

**Professional Objective:**

To contribute to the research, design, and development of automotive computer control systems

**Education:**

**B.S., Computer Engineering**, 2009–present  
**Columbus College, Columbus, Ohio**

Major concentration in Control Systems with minor in Industrial Engineering. Courses included Microcomputer Systems, Digital Control Systems, and several different programming courses.

**Computer Repair Technician Certification Training**,  
2006–2007

**U.S. Air Force Technical Training Center,**  
**Keesler Air Force Base, Biloxi, MS**

General Computer Systems Option with emphasis on mainframe computers. Student leader in charge of processing and orientation for new students from basic training.

**Career Development:**

**Computer Repair Technician**, U.S. Air Force, 2005–2007  
Secret Clearance

Responsibilities and duties included:

- Repair of computer systems
- Preventive maintenance inspections
- Diagnostics and troubleshooting of equipment

Accomplishments included:

- “Excellent” score during skills evaluation
- Award of an Air Force Specialty Code “5” skill level

**Assistant Manager**, Spring Farm, Wootan, Ohio, 2000–2005  
Responsible for dairy operations on this 500-acre farm.  
Developed management and technical skills; learned to repair sophisticated farm equipment.

**Special Skills:**

Adobe Creative Suite  
Microsoft Word  
Object Oriented Languages  
C++ Programming

**References:**

Available upon request

456 Cantor Way #245  
Gallop Minnesota 55002  
September 3, 2012

Ms Judith R Gonzalez  
American Hospital Systems  
3023 Center Avenue  
Randolf Minnesota 55440

Dear Ms. Gonzalez:

My placement center recently informed me about the Management Trainee opening with Mercy Hospital. As a business major with experience working in hospitals, I wish to apply for the position.

Your job advertisement notes that you seek candidates with a broad academic background in business and an interest in hospital management. At Central State College, I've taken extensive course work in three major areas in business: finance, marketing, and personnel management. This broad-based academic curriculum has provided me a solid foundation for a wide variety of management tasks at Mercy Hospital.

My summer and part-time employment also matches the needs of your position. While attending Central State, I've worked part time and summers as an assistant in the Business Office at Grady Hospital. That experience has acquainted me with the basics of business management within the context of a mid-sized hospital, much like Mercy.

The enclosed résumé highlights the skills that match your Management Trainee opening. I would like the opportunity to talk with you in person and can be reached at 612-555-1111 for an interview.

Sincerely,

*Denise Ware Sanborn*

Denise Ware Sanborn

**Denise Ware Sanborn**  
**sanborndenise@cscm.edu**  
**456 Cantor Way #245**  
**Gallop Minnesota 55002**  
**612-555-1111**

**Objective**

Entry-level management position in the health care industry. Seek position that includes exposure to a wide variety of management and business-related tasks.

**Education**

Bachelor of Arts Degree, June 2012  
Central State College  
Gallop, Minnesota

Major: Business Administration  
Grade Point Average: 3.26 of possible 4.0, with 3.56 in all major courses  
All college expenses financed by part-time and summer work at Grady Hospital in St. Paul, Minnesota.

**Skills and Experience****Finance**

- Helped with research for three fiscal-year budgets
- Developed new spreadsheet for monthly budget reports
- Wrote accounts payable correspondence

**Marketing**

- Solicited copy from managers for new brochure
- Designed and edited new brochure
- Participated in team visits to 10 area physicians

**Personnel**

- Designed new performance appraisal form for secretarial staff
- Interviewed applicants for Maintenance Department jobs
- Coordinated annual training program for nursing staff

**Awards**

2012 Arden Award for best senior project in the Business Administration Department (paper that examined Total Quality Management)

Dean's list for six semesters

**References**

Academic and work references available upon request.

2389 Jenson Court  
Gulfton MS 39200  
(601) 555-1111  
February 18, 2012

Mr Nigel Pierce Personnel Director  
Structural Systems Inc  
105 Paisley Way  
Jackson MS 39236

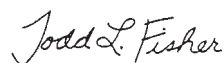
Dear Mr. Pierce:

I am writing in response to your ad for a technical representative in the July 13 (Sunday) edition of the *Jackson Journal*. I believe my experience in construction and my degree in civil engineering technology make me an excellent candidate for this position.

I am very familiar with your products for the wood construction market. The laminated beams and floor joists your company manufactures were specified by many of the architects I have worked with during my co-op experience at Mississippi College. Work I have done in the residential and small commercial construction industry convinced me of the advantages of your products over nominal lumber.

Enclosed is my résumé, which focuses on the skills gained from my co-op work that would transfer to your firm. I look forward to meeting you and discussing my future with your company.

Sincerely,



Todd L. Fisher

Enclosure: Résumé

**Todd L Fisher**  
**2389 Jenson Court**  
**Gulfton MS 39200**  
**(601) 555-1111**  
**tlfish@aol.com**

**PROFESSIONAL  
OBJECTIVE**

Use my education in civil engineering and my construction experience to assume a technical advisory position.

**EDUCATION**

Mississippi College  
Hart, Mississippi; Bachelor of Science,  
Civil Engineering Technology  
June 2011, GPA: 3.00 (out of 4.00)

**PROFESSIONAL  
EXPERIENCE**

Financed education by working as co-op student for two Jackson construction firms for 18 months.

***Design Skills***

Assisted with the layout and design of wall panels for Ridge Development condominium project.

Created layout and design for complete roof and floor systems for numerous churches and small commercial projects.

***Computer Skills***

Introduced computerization to the design offices of a major construction company (HP hardware in HPbasic operating system).

Designed trusses on Sun workstations in the UNIX operating system. Operated as the system administrator for the office.

***Leadership Skills***

Instructed new computer-assisted design (CAD) operators on the operation of design software for panel layout and design.

Designed and implemented management system for tracking jobs in plant.

**REFERENCES**

References available upon request.



**Karen S Patel**

300 Park Drive  
 Birtingdale NY 20092  
 (210) 555-2112  
 KSPatel@tmail.net

**OBJECTIVE**

Position as in-house technical writer and as trainer in communication skills

**EDUCATION****Sumpter College, Marist, Vermont**

M.S. in Technical Communication, GPA: 4.0, December 2011

**Warren College, Aurora, New York**

M.A. in English, Cum Laude, June 2009

**University of Bombay, India**

B.A. in English, First Class Honors, June 2005

**EMPLOYMENT*****Editing/Writing*****Public Relations Office, Sumpter College 2010–present**

Administrative Assistant: Write press releases and conduct interviews. Publish news stories in local newspapers and in *Sumpter Express*. Edit daily campus newsletter.

**Hawk Newspapers, Albany, New York, 2007–2008**

Warren College Internship: Covered and reported special events; conducted interviews; assisted with proofreading, layout, headline count. Scanned newspapers for current events; conducted research for stories. Published feature stories.

***Teaching/Research*****Sumpter College, Marist, Vermont, 2010–2011**

Teaching Assistant: Tutored English at the Writing Center, answered “Grammar Hotline” phone questions, edited and critiqued student papers, taught English to non-English speakers, and helped students prepare for Regents exams.

**Warren College, Aurora, New York, 2008–2009**

Teaching Assistant: Taught business writing, supervised peer editing and in-class discussions, held student conferences, and graded students’ papers.

Research Assistant: Verified material by checking facts, wrote brief reports related to research, researched information and bibliographies.

**COMPUTER SKILLS**

Microsoft Office, Adobe Creative Suite, Adobe Technical Communication Suite

**REFERENCES**

Available upon request

SUSAN A MARTIN

SCHOOL ADDRESS

540 Wood Drive  
Bama CA 90012  
(901) 555-2222

PERMANENT ADDRESS

30 Avon Place  
Atlas, CA 90000  
(901) 555-6074

E-MAIL

smartin@piercecollege.edu

OBJECTIVE

Analyze and solve problems involving natural and pollution control systems as an Environmental Scientist

EDUCATION

Pierce College, Bama, California  
Bachelor of Science, Environmental Science  
May 2012, GPA: 3.15 (out of 4.00)

Pleasant Valley College, Barnes, Nevada  
Associate in Applied Science, Engineering Science  
May 2010, GPA: 3.20 (out of 4.00)

PROFESSIONAL EXPERIENCE

Research Skills:

- \* Worked as lab assistant in a research project to analyze the effect of acid rain on frog reproduction in Lake Lane.
- \* Designed Pierce College computer program to analyze data on ozone depletion.

Leadership Skills:

- \* Taught inventory procedures to new employees of Zane's Office Supply.
- \* Helped incoming freshmen and transfer students adjust to Pierce College as dormitory resident assistant.

Organizational Skills:

- \* Maintained academic department files as student assistant in Environmental Science Department.
- \* Organized field trips for Pierce College Mountaineering Club.

HONORS AND ACTIVITIES

Dean's list (five semesters)  
President of Cycling Club

EMPLOYMENT HISTORY

Dormitory Resident Assistant, Peirce College, Bama, CA 2011-2012  
Trainer, Zane's Office Supply, Bama, CA, 2010-2011

REFERENCES

References and transcripts available upon request