

Joseph Young

English 20 Section 3

Professional Packet (Senior Engineer)

Job Description:

Senior Civil Engineer

The primary role of a senior civil engineer is to oversee the design and building of construction projects. Senior civil engineers are heavily involved in the planning process of projects, such as those encompassing roads and large buildings. They create budgets, review safety issues, conduct land surveys, and manage teams of surveyors, engineering technicians, and construction workers. Senior civil engineers are also involved in the inspection of completed projects to ensure that all codes have been met, safety issues addressed, and that the job has met all specifications.

To ensure success as a senior civil engineer, you should possess extensive experience in managing large construction projects and the ability to ensure adherence to construction specifications and standards. An outstanding senior civil engineer will be someone whose expertise results in construction projects that are completed within budget and on time.

Projected Resume:

1184 Julia Lane
Angels Camp, CA 95223
(209) 222-1884
jtyoung@csus.edu

Joseph Young

SKILLS

- Software Experience: AutoCAD, MatLab, and Civil3D
- Proficient in Microsoft Excel and Word
- Raising motivation of coworkers with great verbal and written communication skills
- Adaptable to new ideas and ability to work under time constraints

EXPERIENCE

Wood Rodgers, Sacramento CA – Geotechnical Engineer

January 2027 – PRESENT

- Worked on both private and public works projects
- Prepared calculations, designs, and analysis on engineering projects
- Coordinated tasks with project team members towards completing projects
- Worked with drill rigs and preformed test hits

Stantec, Sacramento CA – Geotechnical Engineer in Training

August 2024 – December 2026

- Made sure work and jobs are performed in a safe timely manner
- Participated in professional development and training activities
- Conducted field inspections and testing
- Evaluated data from the lab and used that for analysis on the worksite

PG&E Corporation, Auburn CA – Dam Safety Engineering Intern

July 2023 – April 2024

- Perform calculations under direct supervision of engineer
- Weight and load bearing analysis of various structures
- Attend safety and protocol meetings for the company
- Review plans of new projects

EDUCATION & CREDENTIALS

Sacramento State University, Sacramento CA – Bachelor's of Science: Civil Engineering

August 2019 – May 2023, Sacramento, CA

Received Dean's List Award

Licensed Professional Engineer

License valid in California, Nevada, Colorado, and Texas

Cover Letter:

April 8, 2021

Bob Manager
4080 Plaza Goldorado Cir
Cameron Park, CA 95682
(530) 677-5515
manager@gmail.com

Dear Mr. Bob Manager,

Being from the Sacramento area, I was excited to see the available Senior Civil Engineering job GHD engineering firm had posted on linkedin.com. I would like to apply for this open position. With my possession of a Bachelor's Degree in civil engineering, over seven years of experience, and along with practical skills I acquired through this experience I feel I am well suited for this position.

After reading over the requirements for the position I feel I am an adequate fit for the position. In my years of experience, I have managed many projects from the conception to completion. Through these projects I have had the ability to apply my skills learned in schooling and other work experience. I have overseen team members on projects and performed engineering calculations and tests to provide proper and safe results to the public or clients. I am great at problem solving and being adaptable on the job. My specialization is in geotechnical engineering. I can plan and design projects and I am not afraid to get out into the field to get my hands dirty on the construction site.

Throughout my experience, I became more engaged with the environmental side of geotechnical engineering. Making sure I keep the environmental health at a high priority on the job sites while not compromising the safety of my team. I would also really enjoy working in the Sacramento area to better the infrastructure for the safety of the public.

For more demonstration of these skills, please review my attached resume. I hope to get in contact with you about this position and discuss the next steps. If you have any questions please contact me at jtyoung@csus.edu.

Sincerely,

Joseph Young

Thank You Note:

April 10, 2021

Bob Manager
4080 Plaza Goldorado Cir
Cameron Park, CA 95682
(530) 677-5515
manager@gmail.com

Dear Mr. Bob Manager,

Thank you again for the opportunity to meet with you and discuss the open Senior Civil Engineering position. I enjoyed meeting you along with your colleagues and our conversation gave me a better understanding of GHD and the requirements for the open position. During our conversation, I developed more confidence in myself regarding this position because I feel my skill set and experience I have to offer can contribute greatly to the team at GHD.

I feel confident in my practical work experience along with my schooling makes me a great fit for the role and that I could be a great fit for the position. I am looking forward to the possibility of joining the team at GHD engineering. I am eagerly looking forward to hearing back from you. Please feel free to contact me with any further questions at jtyoung@csus.edu.

Once more, thank you for this opportunity.

Sincerely,

Joseph Young

Reflection:

When creating my projected resume for my dream job I wanted to make sure that I had all of the qualifications and a bit extra. I wanted to make my resume in a way that showed I had all of the practical skills needed to fit a senior engineer position. I searched on different job sites and saw what employers were looking for in a senior civil engineer and I made sure that I met every requirement for the job. Along with looking at job hiring websites I looked at examples of professional engineer resumes from the real world to model my dream job resume after. Once I figured out what the common skills and experience other engineer resumes had I started to create my own. I made sure that the skills I listed on my resume showed that I was ready to take on new challenges and would be able to complete the jobs. I showed this by listing practical software and work experience that every open senior engineer position that I viewed online required. However, there was a few softwares I added to my resume because even though they were not required or listed in the job description from my research on other senior engineer resumes the more software experience you have is better. To finish off my resume, I put my schooling at Sacramento State and that I have obtained my Professional Engineer Licenses and I am registered in California. A PE License is required in any senior engineer role, so I made sure that was incorporated in my resume.

Then I started to write my cover letter for an open senior geotechnical engineer at GHD engineering in Cameron Park, California. When I wrote the cover letter I wanted to show that I was very excited about the opening job at their company. With my writing I tried to show I liked who their company is and the work that they do because personally I feel most people like to hear how good their company is. In the body of my cover letter, I produced examples of my practical experience and skills listed on my resume to show them that I could be a great fit joining their time and for the open position. Using the requirements listed on their ad posted on linkedin.com I talked about my experience with field work along with engineering calculations that met exactly what their ad wanted. I also talked about my care for the environment in my cover letter because that seemed to be a large mission of this company. They wanted to build new or remodel existing infrastructure while not having to sacrifice the well being and natural state of the environment. Knowing this, I tried to show that I cared about the environment through my work experience. Throughout the entire cover letter my main focus was to show that I was the best fit based on my skills and experience along with my personality.

The final part of this packet was the thank you letter. This was a little more difficult because I had never written a formal thank you letter to anyone, so the first thing I did when starting to write this was go online and look at examples of professional thank you letters. After looking at various examples, I wanted to make sure that I showed the person reading the letter I was very thankful and felt lucky that I was able to get the opportunity to talk with them. I felt like this was a good idea because this showed them that I valued their time and even if I did not get the job that the conversation we had was not a waste of their time. I wanted to make it seem that I was eager to hear back from the company because I wanted to work there, and I was hoping they would take that into consideration when reading the letter. The thank you letter was another time for me to show them my personality and that I could be a great fit on their team at GHD engineering. To finish writing the thank you letter I made sure to include contact information so that they could reach out for any clarification or other needed information.