February 7, 2023

To: Rachel Bryson

From: Ben Smith

Resume and Cover Letter

      I recently spent a lot of time on my resume for a job that I just got. A couple months back, I started looking for a job that better fit my goals for my career. The only other jobs I have had were several years as a janitor, and a year of data processing. Both quite mind numbing and both not what I really wanted in a job. I applied for a Software Developer job in the same company and got an interview. It was a very good and interesting experience unlike my other two interview experiences. After the formal and technical interviews. They called to tell me I didn't get the job and then set up another meeting to tell me why I didn't. In that meeting I was told that I was second pick and then they gave me a bunch of great tips on how to make my resume better. A few months later the same position opened up again and I got the job.

      Since then, I haven't made a lot of changes to my resume. From the peer review I got some good suggestions about the format and the layout. Originally I had it more spread out, but now it has the most important information on top. I also added my new job so it actually looks like I'm interested in computer science. I moved my GitHub link to the top instead of having it under skills.

      The presentation done by the Space Dynamics Lab reps was something that made a big difference in how I look at a resume. Originally I thought that just having one page was what made it good, so I just had all the information I could possibly fit on the one page. Now I understand that having things more ordered makes a big difference.

As far as the cover letter goes, I really made a pretty generic one with fill in the blanks stuff. I applied to a lot of jobs and none of them have ever asked for a cover letter. I understand the principle, but it's a lot better in my opinion to have the template I made and then make some edits to the actual job that I apply to. I think what I've got is definitely a lot more practical.

All in all this assignment was something that I learned a lot from. I've had a lot of these presentations talking about how to write a resume and this one definitely seemed the most definitive. The main different is what I already mentioned about the ordering, but the stuff about the automated systems is something that I didn't know anything about. I didn't know that key words were that important because it always feels kinda silly to put those things on, but it's actually pretty important. I appreciate all the tips from class and the guest presenters and I hope my resume and cover letter are acceptable.

Ben Smith

Logan, UT

[Date]

benmattsmith1@gmail.com

Dear [Hiring Manager],

I am writing to express my interest in the [Position] role at [Company]. With my [number] years of experience in Computer Science and my education in Computer Science at Utah State University, I am confident that I can make a positive contribution to your team.

I have a proven track record of success in Computer Science, and I am passionate about learning and expanding my skills. I have a strong understanding of Java, C# and Python, and I am confident that I can bring my expertise to the role. I am a highly motivated individual who is eager to learn and grow in my career.

I am a team player who is able to work collaboratively with others to achieve success. I am also a creative problem solver who is able to think outside the box to come up with innovative solutions. These attributes have been displayed in my previous positions in the field and leadership experiences I had in 4-H as you will see on my resume. I am excited about the opportunity to join your team and contribute to the success of [Company].

I am confident that my skills and experience make me an ideal candidate for the position. I look forward to discussing my qualifications in more detail.

Thank you for your time and consideration.

Sincerely, Ben Smith

Benjamin Smith

(385) 539-0253 | Logan, UT | benmattsmith1@gmail.com
https://github.com/bnsmth235

Education:

8/2021-
12/2024
expected

Bachelor of Computer Science - Utah State University
Relevant Courses: Data Structures and Algorithms, Web Dev and GUIs, OS and Concurrency
GPA: 3.85

Work Experience:

1/2023-
current

Software Engineer - *Conservice, Adam Christensen (435) 787-6158, adamchristensen@conservice.com*

I build software that scrapes utility bills from billing websites by iteratively inputting login information and saving the bills with proper formatting. I also make improvements to the system that gets the data off the bills.

9/2021 -
1/2023

Data Processor - *Conservice, Jefferson Hixson (801) 660-0924, jhixson@conservice.com*

I corrected mistakes that an AI software made by reading utility bills. The work was incentivized with a piece rate system where I created new ways to complete the work more efficiently which put me as a consistent top performer.

12/2016-
6/2019

Custodian - *Edgemont Elementary, Jessy Nielsen (801)-919-4608*

There was a new system introduced that promotes teamwork and also improved flexibility in the workplace. My boss and I got along well. I work well with the teachers for special requests. I work in harsh situations and have to be polite to people that have issues with our policies.

Skills:

- Proficiency in Python, Java, Kotlin, C#, HTML & CSS, Selenium
- Experience with Agile Product Development with scrum and biweekly sprints
- Team Player from years of leadership experience and work environments

Projects:

Utah 4-H State Ambassador — 2018-2019

My team and I conducted four youth leadership camps for all the 4-H members in the state of Utah, asked for donations from donors, and participated in national correspondence with 4-H leaders from other states.

References:

Craig Dart - (435) 770-0831, craig.dart@usu.edu
4-H Advisor and Mentor
Steve Harper - (385) 224-5599
Religious Leader
Reid Neilson - (801) 422-6975
Religious Leader

Community Involvement/Leadership:

- 100+ volunteer hours at local Food and Care Coalition
- 100+ volunteer hours at Jug Bay Nature Sanctuary
- Served full-time non-profit religious mission in Washington DC 2019-2021
- Boy Scouts of America
- 4-H State Ambassador
- Collegiate 4-H Officer

Accomplishments:

- Western National Roundup FCS Bowl National Team Champion
- State Mock Trial Team Champion
- 34 ACT Composite Score
- NSLS Honors Scholar