

Job Application Package Analysis

DATE: XXX

TO: XXX

FROM: Glenn Andrews

SUBJECT: Job Application Package

Carpenter Technologies Corporation: Metallurgist Co-op

This job application is for a co-op position at a steel plant in Reading, PA. Carpenter Technology was founded in 1889 and is one of the oldest extant steel manufacturers in the world. The company has been able to survive despite the amazing changes that have taken place in the industry in the past decade, and unlike many other older companies, it has managed to thrive quite well in the specialty steel market. They primarily see their co-op program as recruitment for future full time employees, and I think that I would be interested in working with them after I graduate.

Margy Esterly is the name of a member of the human resources department that I was given at an information session last year. I exchanged a couple of e-mails with her over the space of a couple of weeks, and in each e-mail she was very friendly and informal. Therefore, I feel that I can be relatively informal in the cover letter which she will read. Since I am not certain that she will be the only one to read the cover letter, I have not mentioned my previous correspondence with Ms. Esterly. Because the company is very old, I have tried to keep a formal tone to my resume which will have a much larger audience.

The immediate audience for this cover letter/resume is the HR personnel at the company. These people are merely screening perspective co-op students by general look of resume and cover letter, and the first person to read this will simply be looking for professionalism and format. As long as I don't have any glaring mistakes, don't insult the company, and have a GPA above a 3.0, my resume is almost guaranteed to be sent to site engineers.

The site engineers will be more difficult to impress. Since they probably will have been working in industry for some time, they'll know that book smarts are quite different than real world smarts and will be looking to see if I am more than just a lab rat with good grades. Were I to be accepted for their co-op program, I would more than likely be assigned to a quality-control team which will incorporate a number of different engineering disciplines in their membership.

There is very little information given in the job posting describing the actual duties that will be expected of me as a co-op student. Also, since this is only a co-op position they will not be looking for any specific skills. Flexibility and the ability to learn will, therefore, be very important since this will only be a 4 month attachment. Therefore, I have tried to be as general as possible in describing my previous experiences, yet still include as varied a selection as possible; Seagate, research, Food Bank, YMCA. Most importantly, as mentioned above, there are currently very few students in metallurgy, and Carpenter will be very interested in having a student for a co-op if they feel that they are likely to come back after they've graduated. They'll see this as an evaluation period more than anything else, and so I have mentioned in the cover letter that I currently consider Carpenter to be a company I'd like to work for in the future.

In order to get my job package through the first screening with the HR people, I have tried to use a formal voice and format for my cover letter and resume. I want to try to express my professionalism, as well as my ability to effectively communicate. As such, I have kept the same font throughout the entire package, and have use bullets and indentations to provide emphasis as well as form to my papers.

In my cover letter I have tried to show how impressed I am with the company. I have intentionally stressed the fact that I want to work in the steel industry after graduation and that I feel that Carpenter is a likely candidate for any future full time employment. This will help to persuade the Carpenter HR people that I'm worth their time. Since the site engineer will probably only glance over the cover letter, I haven't included much in the way of specifics concerning my experiences. Engineers whom I've talked to tend not to

read too deeply into the cover letter; instead they want the quick, easy to absorb information in the resume.

Since the first entry of my resume is the one most likely to be read by HR, I have tried to describe my work here as being team oriented and heavily weighted towards interpersonal communication. The fact that this job was in Singapore is an added eye catcher. There is not much in this entry that will be particularly useful in describing my technical skills to the site engineer, and so I am relying on the fact that they will probably follow the bullets and read further down the list to discover my more technical qualifications. Also it is important to note that my job in Singapore was not very technical in nature, so I am not leaving much out.

The two other entries I have under work experience are technical in nature. Since I will most likely be expected to carry out individual research on a particular problem on their quality control team, I have tried to stress the fact that I have worked independently in the past by using the terms “supervising” and “developing.” I have included the Food Bank entry under “other experiences” to show that after living and working on a farm for most of my life, I’m not afraid to get my hands dirty, be it in the laboratory or the factory floor. The lifeguard entry is of little importance and has only been included to show that I am willing and capable of handling responsibility.

Ingersoll-Rand: Metallurgist

This job application has been prepared as though it is 2 years in the future and I am approaching graduation. As of now I expect to be graduating with both a B.S. and M.S. in materials science and engineering with honors in nuclear engineering. This particular posting at a subsidiary of Ingersoll-Rand (IR) and will require a reasonably thorough understanding of the steel making process, as well as detailed knowledge concerning steels and their physical properties. This job will also involve traveling overseas to interact one-on-one with new suppliers. These countries will most likely be located in South America and Asia.

The cover letter and resume are to be submitted on-line through the Monster.com web site. Therefore, I have chosen the Arial font for the package due to its readability on the computer screen. I don't know the name of the initial reader of the cover letter, so I have addressed it to "madam or sir", and have omitted the address from the header.

Since I do not yet have 2-5 years of experience in the steel industry, I was forced to stress my other qualifications for the job. I have traveled extensively in the areas which I would be likely to visit in this position, namely Asia and South America, and I have included the names of likely countries to catch the eye of the reader, three of which IR has offices in. I have also tried to make up for my lack of industry experience by highlighting my B.S. and M.S. in materials science and how my educational background will help to make up for lack of industrial experience. I also highlighted my varied experiences at Seagate and Carpenter to stress the fact that I have been exposed to a number of different industrial environments.

The preparation of the resume is considerably harder to undertake because I am unsure of who the most likely audience may be. Ingersoll-Rand is a very large company with holdings in a number of different sectors. I am unsure if my cover letter/resume package will be sent to a single large HR department for the entire corporation, an HR department for just the Torrington location, directly to an engineer, or some combination of the above. Therefore I have tried to make the format and content of the resume to be applicable to the largest possible audience.

On my resume I have highlighted my university first instead of my degree. This is primarily because it is assumed that I will have a metallurgy degree and the HR people will not be screening for this qualification (the most fundamental requirement of the job). Also, since my B.S. M.S. will be an integrated degree, I will not have a separate G.P.A. for each, and must list the same value for both. I have avoided directly stating this fact because some companies feel that M.S.'s received in this manner are not very remarkable. However, anyone who is familiar with this type of degree will understand the "integrated" reference, and since I may talk with these people in the future I do not feel that this is something I should necessarily hide; I wouldn't want to seem dishonest.

I have separated my work experience section into two parts, adding a research section. By doing this I can place the Carpenter entry first, even though it occurred prior to my research on zirconium. On the first line of this entry I have also highlighted that I was given the opportunity to study an entire product line, thereby improving my chances to land a job which requires considerable knowledge of the steel making process.

Should someone be more interested in my industrial experiences they need to simply read the “work experience” section, and if they are more concerned with my educational and technical background they can easily scan to the “research” portion of the document. For the technical readers of my resume I have included action words such as “designed”, “worked”, and “investigated.” For the HR people I have included more team oriented subjects such as “headed”, “participated”, and “supervised.”

I have removed the Food Bank and YMCA entries from my work experience section because they are quite dated at this point, and have little relevance to the job for which I am applying. I have also eliminated the objective section of my resume since it will seem rather redundant to be stating in the resume that I am applying for the job which the cover letter/resume where collected.

I have left out references on both resumes to save space and because neither job specifically requested them.

666 Atherton Hall
University Park, Pa 16802
814/666-3000
gxa666@psu.edu

Date

Carpenter Technology Corporation
P.O. Box 14666
Reading, PA 19612-4462

Dear Ms. Esterly:

I first became aware of Carpenter Technology Corporation's co-op program during a seminar class last year when a senior engineer in your Forge Bar and Billet division spoke to us at length about the steel industry and Carpenter Technology. I was immediately impressed by your company culture and the way in which it has managed to thrive in a market as turbulent as the steel industry. Your representative mentioned that you were always looking for perspective co-op students; at the time, however, I did not feel that my level of education and experience were sufficient to participate in a co-operative education program such as yours. I have had a year to work towards becoming the type of candidate you are looking for and now feel prepared to apply.

My work experience at Seagate Technologies has already exposed me to the multidisciplinary working environment outlined in the job description you posted with the Penn State Co-op Office. My involvement with the Cleanroom Contamination Committee at Seagate has given me the skills necessary to effectively observe and evaluate differing processes and products. I have also been able to develop my abilities for complex data analysis through research in ceramic molds and powdered metallurgy. I believe that I have also effectively demonstrated my capacity for personal motivation by participating in an international co-op in Singapore.

Should Carpenter Technologies find my performance satisfactory, I would definitely expect my interest in your company to continue past my co-op/internship. I would be very interested in discussing with you further my qualifications and experiences. I have included a copy of my resume for your reference, and please feel free to call or e-mail me with any questions you may have. I can be most easily reached at 814/666-3000 or gxa666@psu.edu.

Best Regards,

Glenn Andrews

Enclosure

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666 Atherton Hall
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(814) 666-3000
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Glenn Andrews

Home:
RD#1 BOX 666
Worthington, PA
16262
(666) 297-5834
mail@alltel.net

Objective: To enhance professional knowledge through an internship in materials science and engineering

Education: **Bachelor of Science in Materials Science and Engineering, Metals Option**

- The Pennsylvania State University, University Park, PA 16802
- Semester Standing: Junior
- Anticipated Graduation, May 2004
- **Current GPA: 3.81 out of 4.00**

**Work
Experience:**

**Seagate Technologies, Ang Mo Kio, Singapore (Co-op)
Spring 2001**

- Acted as Interdepartmental Coordinator
- Headed a multidisciplinary cleanroom contamination committee
- Studied manufacturing practices to reduce environmental contamination and improve worker output
- Worked directly with plant directors and regional vice president
- Lived and worked in a culturally diverse environment

**Materials Research Institute, Penn State University
2000**

- Supervised ceramics lab and storeroom
- Investigated the thermal and structural properties of ceramic molds used in the production of single-crystal turbine blades in order to develop a ceramic mixture for large-scale manufacture
- Worked under the direction of the Institute Director, funded by PCC Airfoils

**College of Earth and Mineral Science, Penn State University
1999-2000**

- Studied the effect of microwaves on the formation of ferric oxide particles
- Developed a research plan under laboratory conditions using various forms of instrumentation. Findings may be used for future publication

**Other
Experience:**

**Greater Pittsburgh Community Food Bank, McKeesport, PA
1994-1999**

- Worked for the Green Harvest program on family farm
- Duties: planting, harvesting produce, and supervision of volunteer teams

**Armstrong YMCA, Kittanning, PA
1997-1998**

- Lifeguard and swim instructor at local pool

**Instrument
Experience:**

Scanning Electron Microscopy, Atomic Force Microscopy, X-Ray Diffraction, and Dilatometry

**Computer
Skills:**

Extensive working knowledge of Microsoft Windows, Word, Excel, and PowerPoint

**Honors/
Activities:
State University**

Member of the Schreyers Honor College of The Pennsylvania

- Dean's list 1999-2001
- Schreyers Scholar Mentor
- Floor government chair 1999-2002
- University Teaching Assistant (Industrial Ecology)

References

Available on request

666 Atherton Hall
University Park, PA 16802
814/666-3000
alg216@psu.edu

Date

Dear Madam or Sir:

I am writing to inquire about your position for Metallurgist at your Torrington location. Your posting on Monster.com recently attracted my attention, and after doing some research into your company, I was immediately impressed. Ingersoll-Rand's success in the international market has made it a very strong and stable company, a company potentially offering very attractive career opportunities.

What caught my eye most about the job description was your mention of travel, both domestic and international. I believe that my travel background and co-op experience in Singapore makes me uniquely qualified for this position. I have traveled to 13 countries on six continents including India, Venezuela, and Spain, and have learned to adapt quickly to different cultures and time zones. My extended stay in Singapore has also taught me how to communicate effectively, especially in multiethnic environments where there are considerable language differences.

My scientific background, with both a bachelor and master of Materials Science, has given me the technical background to understand the fundamentals of steel manufacturing. During my four-month internship with Carpenter Technologies, I was also given the opportunity to study an entire product line from foundry to finish, which has given me the necessary background to function effectively within the steel industry. During my employment at Seagate Technologies I was able to take part in and contribute to a number of different group projects within the company in a relatively short period of time. At Carpenter I was given the chance to work with quality control teams, product development groups, as well as the workers on the factory floor.

So despite my limited work experience, I believe that the level of success and flexibility I have been able to achieve during my co-op experiences shows my ability to adapt quickly to new and different working environments.

I would be very interested to discuss with you further my qualifications and experiences. I have included a copy of my resume for your reference, and please feel free to call or e-mail me with any questions you may have. I can be most easily reached at 814/666-3000 or gxa666@psu.edu.

Best Regards,

Glenn Andrews

Enclosure

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Home:
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16262
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mail@alltel.net

Education: **The Pennsylvania State University, University Park, PA 16802**

- **Bachelor of Science:** Materials Science and Engineering, Metals Option
- **Master of Science:** Materials Science
- **Honors:** Nuclear Engineering
- **Integrated GPA:** **3.81 / 4.00**
- **Graduation Date:** May 2004

**Work
Experience:**

**Carpenter Technologies, Reading PA, 19612
Summer 2002**

- Studied an entire product line, from foundry to finished product.
- Worked with a quality control team in the Bar and Stock Division
- Participated in a multidisciplinary working environment
- Conducted independent research on the microstructure of Pyromet Alloy 625
- Interacted with design teams as well as plant managers and floor employees

**Seagate Technologies, Ang Mo Kio, Singapore (Co-op)
Spring 2001**

- Acted as Interdepartmental Coordinator
- Headed a multidisciplinary committee to investigate cleanroom manufacturing practices to reduce environmental contamination and improve worker output.
- Worked directly with plant directors and regional vice president.
- Was given the chance to live and work in a culturally diverse environment.

Research: **Department of Materials Science and Engineering, Penn State
2002-2004**

- Conducted research on hydrogen embrittlement of zirconium in nuclear reactors
- Designed a system of study for zirconium under multiaxial stress
- Refurbished and maintained laboratory equipment
- Findings published in *Nuclear Engineering and Design*

**Materials Research Institute, Penn State University
2000**

- Supervised ceramics lab and storeroom.
- Investigated the thermal and structural properties of ceramic molds used in the production of single-crystal turbine blades in order to develop a ceramic mixture for large-scale manufacture.

**College of Earth and Mineral Science, Penn State University
1999-2000**

- Studied the effect of microwaves on the formation of ferric oxide particles.
- Developed a research plan under laboratory conditions using various forms of instrumentation. Findings may be used for future publication.

**Instrument
Experience:**

Scanning Electron Microscopy, Atomic Force Microscopy, X-Ray Diffraction, and Dilatometry.

**Computer
Skills:**

Extensive working knowledge of Lotus Notes, Microsoft Windows, Word, Excel, and PowerPoint.

**Honors/
Activities:**

Member of the Schreyers Honor College of The Pennsylvania State University.

- Dean's list 1999-2004.
- Schreyers Scholar Mentor.
- Floor government chair 1999-2002.
- University Teaching Assistant (Industrial Ecology, Engineering Materials)
- Traveled around the world 2001

References

Available on request