

John Smith

4875 Inglewood Avenue
Redondo Beach CA 90278
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23 November 2013

Dr. Emanuel Fields, Personnel Director
McDuff Inc.
2520 Cimarron St.
Los Angeles, CA 90018

RE: Electrical Engineering Internship

Dear Dr. Fields,

My academic advisor, Professor Sam Singleton, informed me about an electrical engineering internship at McDuff, where he worked until last year. I am writing to apply for the position.

I understand that McDuff 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 CSULB, 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 would like the opportunity to apply this knowledge at McDuff.

Enclosed is my résumé, which focuses on the skills gained from my work experience and academic coursework that would transfer to your firm. I would appreciate the opportunity to discuss my qualifications with you. Should any questions arise concerning the information on my résumé, please do not hesitate to contact me through the email address or telephone number provided above.

Thank you for your time and consideration. I look forward to our meeting in the near future.

Sincerely,

John Smith

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OBJECTIVE:

Seeking an internship position in electrical engineering with an emphasis in the avionics and electronics industry.

EDUCATION:

California State University, Long Beach. Long Beach, California.
Bachelor of Science, Electrical Engineering, Degree expected May 2014.
GPA: 3.27 (out of 4.00).

RELEVANT COURSEWORK:

Analog Electronic Circuits, CSULB Spring 2011
• Analysis and design of diode, bipolar junction transistor, field-effect transistor, MOSFET, and CMOS circuits.

Digital Logic Design.
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RESEARCH PROJECTS:

California State University, Long Beach. Fall 2013
Research Assistant, Vibrotactile Device to Enhance Residual Limb, in progress.
•Aid in designing a

TECHNICAL SKILLS:

MATLAB, C++/C, Simulink, Microsoft Word, Excel, PowerPoint.

LANGUAGE SKILLS:

Fluent in English and Korean.

EXPERIENCE:

2009 – Present. Curtiss Wright Controls, City of Industry, California
Internship in mobile and wireless group.
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HONORS AND PROFESSIONAL MEMBERSHIPS:

California State University, Long Beach.
•President's Honor List, Fall 2010, Fall 2011.
•Dean's Honor List, Spring 2011.

IEEE National and Student Member.
Eta Kappa Nu. Webmaster, Fall 2012.

REFERENCES: Available on request.