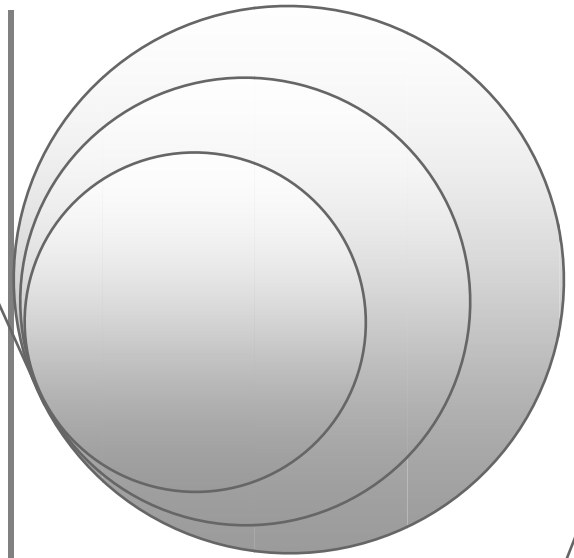


Math & Science

YOUR GUIDE TO
**PROFESSIONAL
RÉSUMÉS
&
LETTER WRITING**



2009-2010



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RÉSUMÉ GUIDELINES

FOCUS ON YOUR RÉSUMÉ ABCS AND 123s...

- **A = Accomplishments**—What activities show tangible results?
 - **B = Benefits**—How will you satisfy the needs of your potential employer?
 - **C = Capabilities**—What can you produce or deliver?

 - **1** = A 1-page résumé is ideal.
 - **2** = A 2-page résumé is necessary when your experience is comprehensive.
 - **3** = A 3-point G.P.A. or higher should be listed.
- Your **résumé should differentiate you from the crowd** by selling the benefits you have to offer.
 - Your **profile may be stated or bulleted** in your résumé as well as in your cover letter. An objective should be written in résumés for individuals in the medical field, social work or psychology, as well as education.
 - Your résumé should look like a **published document**, on high quality neutral colored paper.
 - Do not include your grade point average unless it is **3.0 or above**. If your GPA in your major is higher, list it.
 - Ask a **career counselor** to critique your résumé and make the appropriate improvements.
 - Always **send your résumé with a cover letter tailored to the particular job**. It should be sent to the specific person (name & title) in the company responsible for that work area. If possible, call ahead to find out to whom you should direct your letter. (This may be difficult if you are answering an ad in the newspaper or on the internet.)
 - **Call within 7 working days** to make sure your résumé was received and to schedule an appointment to explore possible opportunities. (State that you will be doing this in your cover letter!)

RÉSUMÉ CHECKLIST

- Always tailor your Résumé to the job you are seeking!
- Never use a template. If you have, select the text. Go the table menu→Convert→Table to text.
- No more than 2 pages.
- Balance pages (1 full or 2 full) and be consistent with formatting throughout.

Name:

- Bold, 24 pt
- No blank white space at top
- Use same font as headings
- At least 10 pts larger than headings

Headings:

- 2-4 pts larger than body text (14-16 pt)
- Same font as Name

Body Text:

- Use a font with feet. (Garamond, Palatino, Times New Roman)
- 10-12 point

Objective/Profile:

- Profile: who you are
 - Power adjectives to describe you
- Objective: what you want to do
 - Seeking a....
- Example:
 - “Adaptable and approachable customer service professional who enjoys serving the public. A fast learner who listens well and communicates effectively. Seeking a challenging administrative or customer service position in a people focused environment. Patient, respectful, and productive.”

Education:

- Expected graduation date (Month and year)
- List GPA if 3.0 or above

Professional Experience/Employment:

- For dated items, list the most recent first.
Check for consistency in formatting work experience.
 - Possible format: Job title (*italics*), Company name (**bold**), City, State, Dates of Employment
- Don't list partial years of experience. If less than one year, leave off months. List year only.
- Indent bullet points with job duties 5 spaces.

Community Service

- Doesn't have to be dated.

Reference Page

- 4-6 references (List 4 for part-time and 6 for full-time positions.)
- Copy header from Résumé. Create a heading called “References.” Should match other Résumé headings in font and size.
- List name, job title, organization, phone, email for each reference
- Notify your references and ask permission to use them.
- Include a good selection of faculty members, co-workers, former supervisors, and character references on your list.

RÉSUMÉ REFERENCE LIST

References are generally given to the employer upon request. Include 4-6 references on your reference page. Many times employers are unsuccessful in reaching your references on the first attempt, so they continue to proceed to the next name on the list until they reach someone. It's much better to have more references than not enough.

Make sure the reference page utilizes the same header format and information used on your résumé and cover letter. This, too, adds consistency to your application information.

THEODORE S. DEAN

1231 Industrial Road • Baldwyn, MS 38824 • (662) 365-7121 • theodoredean@aol.com

References

Dr. Robert Mellgrave

Executive Director @ The Horizon Center
Tennessee Board of Regents
615.709.9900

Dr. Camilla Stanley

Associate Professor of Education
Langley University
751.661.5382

Ms. Anita Taylor

Marketing Director
Davis and Chandler Advertising and Public Relations
901.661.5345

Ms. Lisa Baker

Administrative Assistant, Communications Dept.
Southwest Community College
731.661.5382

ELECTRONIC RÉSUMÉS

There are several types of electronic résumés. Résumés can be sent via email or online form as an ASCII résumé or as a scannable résumé. When you are submitting an electronic résumé, make sure to submit it *exactly* in the format specified in the job listing.

▶ **Formats**

- ▶ **Word Processed** – formatted document with software-specific tags; avoid elaborate text or lines if it's going to be scanned (OCR-optical character recognition) or faxed.
- ▶ **.TXT (ASCII)** – anyone can read it with any word processing software package; loss of word processed formatting; plain text only. This is where your writing truly sells you. **So write well!**
- ▶ **HTML** – permanent web page; anyone with access to the internet can visit your site; with plain HTML coding or an HTML editor like FrontPage or Netscape Composer you can create interesting formatting; use color, etc.
- ▶ **.PDF** (portable document format) – keeps your formatting in tact and prints out in your designed format; Adobe PageMaker will allow you to convert your résumé to .pdf and anyone with Adobe Acrobat Reader, which you can download for free, can read your résumé document and print it out with unaltered formatting.

▶ **Electronic Résumé Databases**

- ▶ Monster.com
- ▶ Jobtrak.com
- ▶ Collegegrad.com

▶ **Multimedia Résumé**

- ▶ Computer gurus, Web designers, Programmers
- ▶ Most corporate executives do not have the time to click through a multimedia résumé, unless, of course, they are in need of technology-specific skills in which the résumé effectively markets those skills.

ASCII RÉSUMÉS

Many companies and recruiters ask job seekers to submit their résumés as ASCII text documents. ASCII is a clear, simple form of text that is readable by all platforms and programs. ASCII résumés have no formatting, including special characters, tabs, underlining, bolding, fonts, or alignment.

To create an ASCII résumé, all you need to do is type your résumé using your favorite word-processing application, and then save it as a text-only document (sometimes also called Rich Text Format or RTF). This should be an option under your "save" or "save as" command. You can also use a simple text program to compose your résumé.

Since your résumé will appear as ASCII text, it will not recognize special formatting commands specific to your word-processing program. Therefore, you must watch for these common mistakes:

- **Special Characters** - Special characters (such as "smart quotes" or mathematical symbols) do not get accurately transferred in the text save; avoid using special characters.
- **Tabs** - Do not use tabs; use your spacebar instead.
- **Alignment** - The default for ASCII is to make everything left justified (which is the preferred format for scanning résumés and online viewing), so if you want to indent a sentence or center a heading, use the spacebar.
- **Word Wrap** - Do not use the word wrap feature when composing your résumé; instead use hard carriage returns to insert line breaks.
- **Fonts** - Fonts will become whatever a computer uses as its default face and size, so boldface, italics, and various sizes will NOT appear in the ASCII version.
- **Spell Check** - Check your document before you save it as a text file.
- **Proofread** - Make sure to proofread your entire résumé after you paste it in the message field and before you hit the submit button.

SCANNABLE RÉSUMÉS

More companies are using computers to help them manage the volume of résumés for their job openings by scanning résumés for keywords that indicate skills, education, and knowledge areas the employer is seeking. Companies enter specific keywords they are looking for, and the computers scan the résumés in the database for matches. Therefore, it is important that your scannable résumé be readable by the computer and that you use keywords that are relevant to the position for which you are looking.

In order to satisfy the idiosyncrasies of the scanning process, a new résumé style, utilizing keywords, has developed. Keywords refer to those words or phrases that are used for searches of databases for résumés that match. This match is called a "hit" and occurs when one or more résumés are selected as matching the various criteria (keywords) used in the search.

Keywords tend to be more of the noun or noun phrase type (Total Quality Management, UNIX, Bio-Chemist) as opposed to power action verbs often found in traditional résumés (Developed, Coordinated, Empowered, Organized).

- Use laser printing, with black ink on white or light-colored 8 1/2 x 11 paper. Clear contrast improves recognition.
- Use standard fonts where none of the characters touch each other (Times, Palatino, Helvetica, New Century Schoolbook).
- Underlining, italics, shadows, reversed colors, and fancy scripts may not scan accurately.
- Use boldface and/or all capital letters for section headings and emphasis, as long as letters don't touch each other. At least 1/4" is required between any lines and typeface.
- Columns, centering, and indentations may change when converted to optically scanned text. Do not use a two-column format.
- Stay within 10-14 point font size (do not use 10 point Times).
- Do not condense the spacing between letters.
- Do not use vertical or horizontal lines, boxes, or graphics.
- If you use bullets, include a space after the bullet.
- Use only one side of the page. One to two pages are usually acceptable, if succinct and clear. **Keep vitally important information on page one.**
- Place your name at the top of each page on its own line. On the first page, use standard address format and list each telephone number on its own line.
- Use multiple synonyms for the same skills to be sure your qualifications are picked up.
- Be descriptive in your titles so your experiences are not missed; e.g., Programming Intern, or Legal Office Assistant, as opposed to Intern or Assistant.
- Mail a laser print original or an excellent copy. Paper clip pages together, do not fold or staple.

DIGITAL PORTFOLIO

What is a digital portfolio:

A digital/multimedia professional portfolio exhibits an individual's professional skill, growth, and achievement more effectively than an old-fashioned resume. A digital portfolio goes beyond a conventional resume. A portfolio is a visual representation of your finest work. It provides visual evidence of your abilities, achievements, and interests. It demonstrates your uniqueness and sets you apart from others competing in the job market. More importantly, a portfolio tells the story of the road you've traveled and the direction in which you are heading.

Defining the Portfolio Goals and Context

- Identify the purpose and audience for the portfolio
- Identify the computer equipment and software available
- Select the appropriate portfolio level to begin electronic portfolio development:
- Selection: the development of criteria for choosing items to include in the portfolio Collection: the gathering of items based on the portfolio's purpose, audience, and future use.
- Reflection: statements about the significance of each item and of the collection as a whole.
- Direction: a review of the reflections that looks ahead and sets future goals.
- Connection: the creation of hypertext links and publication, providing the opportunity for feedback.

What tools do I need?

Purchase a domain name at a site such as domains.com or godaddy.com, and hosting to go with it. You probably won't need too much space, and you can usually get both for less than \$10 per month. Additionally, you will need a Computer, Scanner, Digital Camera, Multimedia Software Program, Web Authoring Programs.

Links to include in my digital portfolio:

- *Home*
 - Introduction page for your site listing links and a welcome message.
- *About me/Biography*
 - Personal Statements: mission, values, goals (link)
 - Clearly state your unique purpose: define who you are, what you do & why you do it (your "brand")
 - Guiding principles for your career
 - Management, counseling or teaching philosophy (depending on your focus)
 - Make it original, simple, honest & direct
 - Your mission statement should be one sentence, easy to understand and to memorize. Example: "*My mission is to build relationships and empower others toward reaching their full potential.*"
- *Résumé*
 - Your official résumé in .doc, .pdf. and/or Flash
 - Education & Training - Diplomas/Certificates/Grades/Transcripts/School Projects
 - Experience & Skills Section
 - Achievements & Awards
 - Community Service
 - Professional Affiliations
 - Personal interests and hobbies

DIGITAL PORTFOLIO

Links to include in my digital portfolio (cont'd):

- *Portfolio*
 - Photographs, art work and writing samples can be all be scanned in and saved. Reading samples could be recorded. Work samples from the previous or current jobs. Another important addition would be links to articles, web sites, and any type of publication that represents your capabilities and proven abilities.
- *Contact me*
 - Your e-mail address, form, and phone number.

Hints:

1. You don't want to give identity thieves or spammers too much personal information. Don't include your physical address.
2. Remember that it is essential to tailor your portfolio to your audience and purpose. Reviewers in business, industry and education will all examine your portfolio differently. Using an identical portfolio will not help you achieve the appropriate results.
3. Search the Web for examples of digital or electronic portfolios.

Digital Portfolio Examples:

- Meg Roberts: <http://www.megmroberts.com/>
- Dana Hasting: <http://www.dafiredesigns.com/resume.html#education>
- Victor Escardo: <http://www.chasque.net/vescardo/bio/index.html>
- Briana Ferreira: <http://igbdesign.com/brianaferreira.html>
- Rachel Robert's: <http://rlroberts.com/resume.html>
- Brett Pohlman: <http://www.brettpohlman.com/>
- Callie Curry: <http://www.calliecurry.com/index.html>
- David Kuo: <http://www.davidkuo.net/>

Internet Resources:

- <http://midsolutions.org/portfolios/Planning.htm>
- <http://www.twu.ca/life/career/careerdev/portfolio.html>
- <http://electronicportfolios.com/portfolios/howto/index.html>
- <http://edweb.sdsu.edu/courses/edtec596r/students/Abrenica/Abrenica.html>
- http://www.educationworld.com/a_tech/tech/tech111.shtml
- <http://electronicportfolios.org/portfolios/iste2k.html>
- <http://www.helenbarrett.com/portfolios/howto/PPTportfolios.pdf>
- <http://digitalportfolioguide.blogspot.com/2007/04/resume.html>

POWER WORDS FOR RÉSUMÉS

Accelerated	Delegated	Harmonized	Operated	Reviewed
Achieved	Demonstrated	Headed	Originated	Scheduled
Acted as liaison	Designed	Improved	Organized	Set up
Adapted	Detailed	Implemented	Participated	Selected
Administered	Developed	Increased	Perfected	Shaped
Advised	Directed	Initiated	Performed	Simplified
Analyzed	Discovered	Innovated	Pinpointed	Sparked
Arranged	Distributed	Installed	Pioneered	Sold
Assembled	Doubled	Integrated	Planned	Solved
Assessed	Employed	Interpreted	Prepared	Standardized
Assisted	Equipped	Interviewed	Produced	Structured
Budgeted	Established	Invented	Profited	Succeeded
Built	Evaluated	Invested	Programmed	Supervised
Chaired	Executed	Investigated	Promoted	Supported
Clarified	Expanded	Justified	Proposed	Synthesized
Communicated	Expedited	Keynoted	Proved	Systematized
Completed	Experienced	Launched	Provided	Taught
Conceived	Experimented	Lectured	Recommended	Tailored
Conducted	Explored	Led	Recorded	Trained
Conferred	Facilitated	Maintained	Reduced	Transformed
Constructed	Formed	Managed	Reinforced	Unified
Consulted	Formulated	Mastered	Related	Verified
Controlled	Founded	Mediated	Reorganized	Widened
Converted	Generated	Motivated	Researched	Won
Coordinated	Guided	Negotiated	Revamped	Worked
Created	Halved	Observed	Revised	Wrote

COMMON RÉSUMÉ MISTAKES

Make sure you are careful not to:

- ❖ misspell any words.
- ❖ have any typographical errors.
- ❖ use sloppy grammar or diction.
- ❖ confuse your chronology. Always list most recent accomplishments first
- ❖ list your current or previous salaries.
- ❖ include personal data (age, marital status)
- ❖ note religious or political affiliations.
- ❖ make it difficult to get a quick summary.
- ❖ list names of references on the résumé; instead use a separate sheet.
- ❖ be too wordy or lengthy in your description. *One paragraph about each job should be ample.*
- ❖ bury your most significant accomplishments in a less than prominent position.
- ❖ put company names, dates, and title in the body of the descriptive paragraphs. *Set them off visually so the reader can almost instantly grasp your whole history.*

COVER LETTERS

A cover letter is your opportunity to sell yourself to the employer. Use the cover letter to introduce yourself, expand upon your résumé, and highlight your skills and accomplishments. This is also where you may demonstrate your knowledge of the company and how your experience relates to the position. **Remember to sign your cover letter!**

Cover letters should follow the same guidelines as résumés; they should be clean, clear, and concise. Don't forget to proofread your cover letters for errors and have somebody else look at them before you send them out!

For consistency, the formatting and information in the cover letter header should be identical to your résumé header information. This will create a consistent look for your application information.

August 2, 20__

Ms. Cheryl Johnson, Vice President
State Street Investment Bank
211 State Street
Spring City, MA 54321

Dear Ms. Johnson:

The *loan officer position* described in the recent *Daily Record* advertisement immediately caught my attention. My proven track record working for a financial institution makes me an ideal candidate for the job, and I have enclosed my résumé for your consideration. I am confident you will find that my qualifications more than meet your requirements.

For example, you specify that you are looking for someone with customer service skills and experience loaning money. While working for my university's credit union, I reviewed loan applications, interviewed applicants, and determined credit worthiness. I am a skilled team player with exemplary customer service skills.

I will call you next week to confirm your receipt of my résumé and answer any preliminary questions. I look forward to talking with you.

Sincerely,

Linda Smith

Enclosure

11 Beacon Hill Drive
Jackson, TN 38305
August 19, 20__

Melissa Herranz
Northwestern Mutual Financial
1 North Dale Mabry Highway #1100
Tampa, FL 33609

Dear Ms. Herranz:

Are you looking for an intern who is devoted, organized, professional, and honest? Well, look no further. I am Dean Smith, an undergraduate student at Union University in Jackson, Tennessee. My major is business management with a minor in journalism, and because I possess the above qualities, I would like to apply for an internship for summer 2004 with your company.

I will be a conscientious, hard-working intern for Northwestern Mutual, and Northwestern Mutual will provide an excellent, real-world learning environment that has taken over a century to create. I know that my enthusiasm and energetic attitude will help Northwestern Mutual reach new heights of success.

As my enclosed Résumé shows I am dedicated and ambitious. I have completed 82 credit hours in two calendar years and remained on the Dean's List through each semester. By summer 2004 I hope to have a total of 129 hours and lack only one more semester before graduating in December 2004.

You may be wondering why I have contacted the Tampa branch of Northwestern Mutual. I was born in St. Petersburg and lived there until I was almost eleven. I know the Bay Area well from living there and my frequent visits to see family. It is one of my favorite places, and I think the Tampa branch of Northwestern Mutual combines a superb location and expertise in the financial industry to create a mutually beneficial assignment.

Ms. Herranz, I will contact you by Friday, September 19, 20__ to confirm your receipt of my application materials. I am available for a telephone interview almost anytime when not in class and can be reached at 731-661-0131. My email address is *davidbauck@hotmail.com*.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Dean Smith

Enclosure

COVER LETTER FOR UNADVERTISED POSITIONS

Follow the same cover letter guidelines when you are applying for unadvertised positions. You must send your résumé to a specific person in the department in which you wish to work.

March 2, 20__

Mr. Thomas K. Allison
MTK Incorporated
33015 Paramount Blvd.
Downey, CA 90241

Dear Mr. Allison:

I am searching for a young, aggressive company that has the desire to become a national and international leader in its field. I have followed your company for the last three years and invested in it as a result of your vision, stability, and commitment to excellence.

Now that the financial community has recognized your potential, as evidenced by the \$18 share price, you have reached a stage where experience and expertise is a necessity. Because I believe my experience can be of great value as you continue to grow, I would like to become a part of your winning team.

Mr. Allison, I have been responsible for the accounting, finance, and leasing areas. In addition, I have had substantial involvement in the tax, employee benefits, and corporate secretarial functions. If given the opportunity, I am confident that I will be an asset to your company. May I have an interview with you at your earliest convenience? You may contact me at above phone number, address, or e-mail.*

I will call you next week to confirm your receipt of my résumé and answer any additional questions you may have.

Sincerely,

Norman L. Steele

*This information will be provided in the cover letter header information. Remember, for consistency, the formatting and information in the cover letter header should be identical to your résumé header information.

GENERIC COVER LETTER TO ANY WANT AD

Sometimes you do not have the time or inclination to write a lengthy, detailed, customized letter in response to a want ad. When you are in a rush, you may opt to use a generic, one-size-fits-all cover letter.

The letter below is a good example. Simply substitute job title, newspaper, years of experience, and other basics for those in this letter. This is not a tactic to use on a want ad for the job of your dreams, but it will work in a pinch.

Union Student
412 Post Avenue
Westbury, NY 11590

February 15, 20__

Stanley R. Lockie
Copy Supervisor
Ogilvy & Mather
450 Park Avenue
New York, NY 10022-2605

Dear Mr. Lockie:

I am very interested in the Production Artist position advertised in the *New York Times* on Wednesday, February 12, 20__. With more than eleven years of experience in a variety of graphics production positions, I feel that I would be an excellent candidate.

My résumé is enclosed summarizing where my skills and abilities have been developed. I would welcome the opportunity to discuss my background with you further. May I have an interview with you at your earliest convenience? Please contact me at 731.996.2703 to schedule an interview. I look forward to hearing from you.

Sincerely,

Union Student

Enclosure

LETTERS OF RECOMMENDATION

As you progress through your job search, you will undoubtedly need letters of recommendation. Employers will request them, and you will need them as you establish a placement file.

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives you the choice of an open placement file, or a closed one. With an open file, you can review the letters of recommendation; with a closed file, you cannot.

Requesting Letters

- Ask in person. Be sure that your request for a letter is not perceived as a demand, and be prepared to take “no” for an answer.
- Ask if your reference will write a favorable letter. If the answer is no, you might want to ask another person.
- Ask if your reference will be able to write a detailed letter. If the person does not know you well enough to be specific, the letter will do you little good.

Your Responsibilities

- Allow ample time (at least two weeks) for your reference to write the letter, and be sure to provide any relevant forms and instructions. Remember, that professors, supervising teachers, and employers are asked to write many letters, especially during the spring term.
- Put any materials you give your reference in a large envelope labeled with your name, address, and phone number so they can be kept together easily.
- Highlight any important or unusual instructions. Include the person, school, and mailing and email addresses to whom the letter should be sent, and indicate the deadline.
- Give your reference a copy of your résumé and a statement of your goals. Also include information about your activities, especially leadership positions and awards.
- Provide stamped, correctly addressed envelopes for each letter.

Following Up

- Check with your references a few days before the deadline to make sure the letter has been completed and mailed.
- Write thank you notes to your references to let them know that you appreciate their time and effort.

TIPS FOR WRITING THANK-YOU NOTES

Paper and Envelope: Use a good quality note paper and matching envelope. This can be the same paper, which you used for your résumé.

Typed vs. Handwritten: Handwritten notes are preferable unless your handwriting is illegible or sloppy. If so, type them.

Salutation: Unless you already know the person you are thanking, don't use their first name. Write "Dear Mrs. Pam Smith" or "Dear Mrs. Smith" rather than "Dear Pam". Include the date.

The Note Itself: Keep it short and friendly. This is not the place to write "The reason you should hire me is..." Remember, the note is a thank-you for what **they** did, not a hard-sell pitch for what you want. As appropriate, be specific about when you will next contact them. If you plan to meet with them soon, still send a note saying you look forward to the meeting and thank you for the appointment.

Your Signature: Use your first and last name. Avoid initials and make your signature legible.

When to Send It: Write and send your note no later than 24 hours after you make your contact. Ideally, you should write it immediately after the contact while the details are still fresh in your mind. Always send a note after an interview, even if things did not go well. It can't hurt.

THANK YOU LETTER

Your thank you letter is the last thing that an employer will see from you before making the final decision about a position, so it is important that you make a positive impact. Remind the employer why you are the ideal candidate for the position, what you can contribute to the company, and why you are interested in the job. Do not forget to thank the employer for his/her time. *Handwriting your letter is acceptable and preferred.* Just remember to use quality paper – no hearts and flowers!

Do not forget to proofread your thank you letters; they should be free of spelling and grammar errors, typos, and incorrect information.

March 2, 20__

*Ms. Cheryl Johnson
Vice President
State Street Investment Bank
211 State Street
Spring City, MA 54321

Dear Ms. Johnson:

Thank you for taking the time to meet with me today regarding the *loan officer position* at State Street Investment Bank. I am particularly excited about the opportunity. As we discussed, my qualifications very closely match the requirements for the position. In addition, my two years of involvement in my university's credit union have given me experience loaning and handling money as well as dealing with customers – traits you stressed as being important in your ideal candidate.

If I can be of further assistance in the decision process, please give me a call at 555-1234. I look forward to hearing from you. Again, I appreciate your time and consideration.

Sincerely,

Linda Smith

*Use this only if you type your letter. Do not use the recipient's address if you hand write your thank you note.

RÉSUMÉ SAMPLES

BIOLOGY

HOLLY HOLIDAY

104 Bell St • Milan, TN 38352 • (731) 434-0896 • hholiday@hotmail.com

PROFESSIONAL PROFILE

Dedicated, hard working individual who possesses effective administrative and research skills. Analytical mind with an ability to grasp new concepts quickly. Works well independently or in a team environment. Punctual, honest, and a good communicator.

EDUCATION

Union University • Jackson, TN • B.S. in Biology, Minor in Psychology, May 2007 • G.P.A.: 3.72

Navarro College • Corsicana, TX • A.S. Degree, May 2005 • G.P.A.: 3.97

Frost High School • Frost, TX • Valedictorian, May 2003

PROFESSIONAL EXPERIENCE

Union University • Jackson, Tennessee • 2005 to Present

OFFICE OF STUDENT FINANCIAL PLANNING STUDENT ASSISTANT

- Assist at the front desk with visitors and phone calls; provide excellent customer service.
- Log incoming paperwork into the computer and file in student's file.
- Enter new and re-applications into Datatel and create folders for new students.

Navarro College • Corsicana, Texas • 2003 to 2005

FINANCIAL AID STUDENT ASSISTANT

- Open, sort, and file incoming mail.
- Assist visitors at the front desk and answer multi-line telephone system.
- Mail Award Letters and Missing Information Letters.

RELATED COURSEWORK

- Genetics
- Ecotoxicology
- Immunology
- Organic Chemistry I & II
- Physiology
- Microbiology
- Statistics
- Advanced & Adolescent Psychology

ACTIVITIES AND COMMUNITY SERVICE

LEO Club

Served as Vice President for two years at Navarro College. Organized and participated in events such as canned food drive, clothing drive, Adopt-A-Highway, Christmas in October, and Bulldog Buddies.

W.O.W. Ministry Team

Ways of Worship Ministry Team implemented events such as puppet shows, skits, sign language, and clowning. Participated in events for local churches and nursing homes.

Kappa Mu Epsilon

Member of mathematical honor society. Strive to communicate the importance of math in civilization development and to appreciate its power and beauty.

Sigma Zeta

Member of national science and mathematical honor society.

COMPUTER SKILLS

- Windows
- Microsoft Office
- Datatel
- Internet/E-mail

ANNA LEE CRAFT

EDUCATION

Bachelor of Science in Biology with a Minor in Psychology, May 2005
Union University; Jackson, TN **GPA: 3.37**

WORK HISTORY

Student Assistant, Servant Leadership Award: Union University, Jackson, TN, 2001-present

Athletic Department: Assistant to Men's Basketball Head Coach
General office duties

Biology Department: Lab Assistant to Department Chair
Helped skin and preserve specimens

Student Activities: Assistant to Director
Created posters and publicized events

Counselor/Medic: Special Friends Camp, Linden, TN and Newport, TN, 2003
Responsible for 10-11 mentally handicapped female adults
Taught Bible stories, supervised activities and served campers in any way possible

Hostess: Gilmore's Restaurant, Shiloh Ridge Golf and Racquet Club, Corinth, MS, 2003
Greeted customers at the door, seated them, and cashed out orders

Extern: Magnolia Regional Hospital, Corinth, MS, 2002
Hospital observation including: surgery, labor/delivery, and respiratory therapy

Internship (non-paid), Dr. Jeff Foropoulos, Corinth, MS, 2000-2001
Observed orthopedic clinical visits and surgeries for 90 hours

Tennis Instructor: Shiloh Ridge Golf and Racquet Club, Corinth, MS, 1999-1998
Conducted and supervised tennis camps for ages ranging 7-14

VOLUNTEERISM

Mentor: BIOME (Biologists In Observation of the Master's Earth)

Philanthropy: Chi Omega Fraternity: Make A Wish Foundation, Carl Perkins' Kids

Tutoring: Lighthouse Foundation

MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

Team Member: Union University Lady Bulldog Tennis Team, 2 years

RÉSUMÉ SAMPLES

CHEMISTRY

JOY BELLE

1987 Thurmond Lane • Beech Bluff, TN 38313 • *cell phone*: (731) 555-6726

E-mail: JB@aol.com

Profile

Goal-oriented professional with excellent communication, organization, and customer service skills. A team player with a strong desire to excel. Self-motivated interest in chemistry and biology. Innovative, personable, dependable, and efficient.

Education

Bachelor of Science in Chemistry with a minor in Biology, May 2008

Union University, Jackson, TN

GPA: 3.4

Completed 90 hours of coursework

Jackson State Community College, Jackson, TN

Work History

MAYTAG DISHWASHING PRODUCTS, Jackson, TN, 2009

Intern

Assisted Materials Engineer in the research and development department; tasks included designing and performing tests pertinent to development, analyzing data collected, preparing reports including results, and proposing solutions to problems.

WALL'S JEWELERS, Jackson, TN, 2007-2008

Secretary/Sales

Provided excellent customer service in jewelry selection and sales; typed appraisals, filed, placed orders, and answered the phone.

CRACKER BARREL, Jackson, TN, 2006

Server/Trainer

Established and maintained good working relationship with co-workers; trained new hires and provided efficient and friendly service to all customers.

JOE COOPER INSURANCE AGENCY, Jackson, TN, 2005-2006

Secretary/Office Worker

Tasks included typing, filing, answering phones, processing claims, and quoting rates; worked productively in a team environment.

Research & Presentations

Presentation to the American Chemical Society at the National meeting, April 2008

Topic: *Oxidation and Reduction*

Technology & Computer SKILLS

Windows 95/98, Microsoft Office 2000 (Word, Excel, PowerPoint and Access), Internet, Electronic Mail, and Efficient Typist

Karey F. Love

2949 Beech Bluff Rd. ~ Jackson, TN 38301 ~ 731-427-6385~ (cell) 731-555-2636

KareyLove@yahoo.com

Objectives

- My goal is to obtain a position (**HIGH SCHOOL CHEMISTRY**) to enlighten students of basic principles in chemistry and to create an appreciation for the content.
- To facilitate the learning process so that it is beneficial to various styles of learning.

Philosophy of Education

Education is a dynamic between a student and a teacher that incorporates a role-model, an encourager, and an educator. The role of the teacher is to present the information in an appealing and comprehensible manner while incorporating various leaning styles. The student should challenge their ideas about the world around them as they strive to develop scientific concepts. The environment in which this dynamic of education occurs must be governed by love. It is the teacher's responsibility to create this environment through a love for teaching, a love for the subject, and most importantly an unconditional love for the students.

Education

Union University Jackson, TN

Bachelor of Science in Liberal Studies, May 2004

Certification of 7-12 Endorsement Chemistry

Major Field of Study: Chemistry

Over all GPA 3.255

Education GPA 4.0

Jackson-Central Merry High School - Jackson, TN

Highest Honors Diploma, May 2000

Professional Preparation

TIGRETT MIDDLE SCHOOL- Jackson, Tennessee

Student Teaching - April 2004- May 2004 (5 weeks total)

7th Grade Science

Pending second assignment

University Supervisor: Mrs. Chereyl Crossett

MADISON ACADEMIC HIGH SCHOOL - Jackson, Tennessee

Student Teaching - January 2004-April 2004 (10 week total)

Chemistry I HONORS

Cooperating Teacher: Mr. William Chandler

University Supervisor: Mrs. Chereyl Crossett

- Developed and implemented daily lesson plans
- Encouraged cooperative and independent abstract thinking
- Created and administered quizzes and test.
- Taught and facilitated laboratory exercises
- Maintained class room policy
- Performed classroom duties
- Tutored with individual students and small groups
- Assumed all other responsibilities of the cooperating teacher

Field Experience

NORTH SIDE HIGH SCHOOL – Jackson, Tennessee

Practicum Teacher, Fall 2003 (25 total hours)

Chemistry I & II - created and implemented ten lesson plans in the classroom

CROCKET COUNTY MIDDLE SCHOOL - Alamo, Tennessee

Practicum Teacher, Fall 2002 (25 total hours)

7th Grade Science- created five lesson plans and implemented three in the classroom

- Observed student teacher interactions
- Retained classroom management
- Assisted in classroom activities

Observation Experience

JACKSON CENTRAL-MERRY HIGH SCHOOL - Jackson, Tennessee

Observational Teacher, Fall 2000 (20 total hours)

- Observed classroom and laboratory management skills in a chemistry and chemistry honors class

Other Work Experience

Tutor - College Student of Chemistry II

Spring 2004

After School Care - Trinity Christian Academy

September 2002- December 2003

Evangelical Community Church (Inner City Ministry Intern)

Summer 2003

Child Care - West Jackson Baptist Church Child Development Center

February 1998 – September 2000

Counselor - Kids Across America (Inner-City Kids Christian Sports Camp)

Summer 2002, and Summer 2003

Dining Hall Discipleship - Kanakuk Kamps (Christian Sports Camp)

Summer 2001

Hostess - 5 & Diner

Fall 1997

Babysitting – Provided frequent and consistent childcare to numerous families

1996-currently

Research - Union University Chemistry Department

Summer 2000

Honors and Activities

- Research in Chemistry Department of Union University, 2002 -researched and **co-authored laboratory manual entitled “Green Chemistry Laboratory Manual – First Year High School Chemistry”**
- Chemistry Research Award 2003 - Union University
- American Chemical Society –Junior Representative, 2002-2003
- *Klemata* Women’s Bible Study -small group leader, 2002
- Alpha Delta Kappa Scholarship - 2001-2002

Honors and Activities (continued)

- Tennessee Teaching Scholars Program - 2003-2004
- Leadership Scholarship - Union University
- Academic Scholarship – Union University
- Hammond Charitable Foundation Scholarship -2000-2001, 2001-2002
- Served as chemistry lab assistant
- Masonic Lodge Scholarship
- West Jackson Baptist Church Matching Scholarship

Community Service

- Tutoring and discipleship with Inner City Youth (3 years)
- Worked with Jackson Urban Ministry to raise support and care for 53 urban students to attend Kids Across America Camp for a week during the summer 2003
- Assisted in the organization of the following fundraisers for Inner City Youth: Run, Walk, Bike-a-thon, garage sale, and desert fundraising evening.
- Mission Trips
Nairobi, Kenya - Organized programs and spoke to natives in local schools about the Gospel
Arlington, Texas - lead and organized food and Backyard Bible clubs
Boston, Massachusetts - lead kindergarten/Pre-K Vacation Bible School
Jackson, Tennessee - Participated three years in “Jerusalem Project” to help to repair local houses and ministered to children in government housing through Back Yard Bible Clubs
- Jackson area tornado clean-up
- Volunteered at YMCA in Jackson, Tennessee with Child Evangelism (1 year)
- Lead “Disciple Now” weekends in local churches for middle and high school students
- Lead Bible study for middle and high school girls at Calvary Baptist Brownsville

References

William Chandler

(Cooperating Teacher- Madison Academic)
11 Lancelot Drive
Jackson, TN 38305
731- 555-4129 Wchan93499@aol.com

Dr. Marlyn Newhouse

(Supervising Teaching)
Box # 1915 1050 Union University Dr.
Jackson, TN 38305
731-555-5295 faculty@uu.edu

Chereyl Crossett

(Supervising Teacher)
Box # 1921 1050 Union University Dr.
Jackson, TN 3805
731-555-5259 faculty@uu.edu

Julie Boyer

(Director of Urban Outreach Ministries)
730 Pipkin Road
Jackson, TN 38305
731-555-4141 Julie@ecchurch.us

Dr. Sally Henrie

(Research Mentor)
Box # 3126 1050 Union University Dr.
Jackson, TN 38305
731-555-5111 faculty@uu.edu

Dr. Dottie Myatt

(Director of Teacher Education)
Box # 1904 1050 Union University Dr.
Jackson, TN 38305
731-661-5383 faculty@uu.edu

RÉSUMÉ SAMPLES

COMPUTER SCIENCE

DAVID CHRISTIAN

20 Shadowlake Drive • Jackson, TN 38301 • (731) 424-4825 • dmc590@yahoo.com

Profile

- Detail-oriented problem solver with excellent mathematics and computer science skills.
 - Quick learner seeking a challenging job in computer programming and networking.
 - Enjoys tackling challenging problems in creative ways.
 - Analytical and logical thinker who stays abreast of emerging technologies.
 - Works extremely well in a team or on independent projects.
 - Values loyalty and customer satisfaction above all else and will work to see that happen.
-

Education

Bachelor of Science in Computer Science, May 2004

Union University, Jackson, TN

Minor: Mathematics

GPA: 3.28

Computer Skills

- Proficient in **C, C++, Java, Perl, LISP, Prolog, Pascal, and Fortran.**
 - Knowledgeable in all major Operating Systems including **Unix, Linux, Windows 2000/XP, and MAC OSX.**
 - Proficient in building **networked systems** with both a **wired and wireless base.**
 - Experience with **My SQL, Microsoft Access, and DBII Relational Database Products.**
-

Professional Experience

Computer Science Senior Seminar, Hypercube Display and Manipulation, May 2004

Constructed a graphical program to display a Mathematical hypercube in Java for use within a web page. Customized matrices allowed for rotation of a cube in four dimensions to help novices to hyper-dimensional space visualize a four dimensional object. Required over 250 hours of design and programming. Programmed for Dr. Troy Riggs in the Union University Mathematics and Computer Science Department.

Operating Systems, November 2003

Built customized system calls for the Linux kernel. The system calls allow user programs to interact with the kernel and integrate user functions into kernel-space.

Networking, May 2003

Built an ATM (Automated Teller Machine) client in the Java programming language for use over a network. The program kept up with many account transactions simultaneously and allowed for adding new accounts.

Computer Lab Assistant for the University of Tennessee at Martin Technology Center, 1996-1997

Responsible for troubleshooting hardware and networking problems. On average, troubleshot 75 problems weekly. Worked independently without direct supervision.

Responsible for ordering inventory and marketing inventory for the entire store.

Department Manager for Union City Wal-Mart Supercenter, 1999-2001

Responsible for ordering inventory, marketing new products, and creating monthly sales reports.

Timothy "Jim" Pierce

EDUCATION

UNION UNIVERSITY, Jackson, TN
Bachelor of Science in Computer Science (B.S.C.S.), May 2004
Minor: Business Administration

TECHNICAL SKILLS

Web Development	Graphics Applications	Web Applications
DHTML, HTML	Fireworks	Microsoft FrontPage
Java, JavaScript, ASP	Adobe Photoshop	Macromedia Flash
Cold Fusion	Adobe Professional	Macromedia Dreamweaver
	Adobe Illustrator	
	Microsoft Publisher	
Computer Languages	Other Applications	Operating Systems
C, Java, Assembly	Visual Age for Java	Windows 3.1-XP
SQL	Visual Studio	Linux (Red Hat, Debian)
	Microsoft Office 2000/XP	
	Word Perfect	
	Email (Microsoft Outlook)	

PROFESSIONAL WORK EXPERIENCE

Web Administrator, Alpha Tau Omega Fraternity, Jackson, TN (2001-2003) - unpaid

Maintained website for two and a half years, not only providing timely updates but also improving navigation and appearance, improving overall aesthetic value.

EXTRACURRICULAR ACTIVITIES & COMMUNITY SERVICE

Alpha Tau Omega Fraternity

Served in various offices including Chaplain, Historian, and Social Chairman. Learned organizational, leadership, and conflict management skills through these offices as well as assisting the chapter in maintaining risk management, organizing brotherhood events, and preparing chapter records. Participated in charitable events such as Jackson Marathon, West Jackson Baptist Church Fall Funfest, Habitat for Humanity, Operation Christmas Child, Salvation Army, Carl Perkins Center for Abused Children, and Union University Alumni Phone-a-thon.

Students in Free Enterprise (SIFE)

Instructed elementary students about differing economies and aspects of free enterprise. Worked cooperatively on technical portions of national presentation.

RÉSUMÉ SAMPLES

ENGINEERING

Jay Sums

100 Friy Point Rd. Apt. H • Jackson, TN 38305 • 731-694-3333 • jsums@hotmail.com

EDUCATION

Bachelor of Science in Engineering (Mechanical Engineering Concentration), May 2007

Minor in Physics

Minor in Mathematics

GPA: 3.54

Union University, Jackson, TN

PROFESSIONAL EXPERIENCE

Engineering Intern, MTD Products, Brownsville, TN–Martin, TN, Summer 2004–Summer 2006

Stationed primarily at MTD Distribution Centers in Brownsville and Martin, TN. Co-leader of one Rapid Improvement Event. Team member on three additional Rapid Improvement Events. Designed Production Control Board for compact tractor assembly area. Compiled work instructions for compact tractor assembly team. Performed time studies on assembly line to improve overall efficiency. Performed in-depth cost analysis of shipping process and suggested improvements. Intensive use of various Microsoft Office programs such as Excel, Word, Outlook, and PowerPoint.

OTHER EXPERIENCE

Team Member, McDonald's, Humboldt, TN, Summer 2003, Summer 2004

Handled customer transactions. Processed and assembled customer orders. Worked with the public on a daily basis.

Crew Member, Pizza Hut, Milan, TN, Summer 2000 – Spring 2003

Server, cook, cashier. Handled customer orders from beginning to end.

ENGINEERING COURSEWORK

- Engineering Major Design
- Machine, Mechanism Design
- Engineering Graphics Energy Conversion
- Computational Engineering
- Materials Engineering
- Mechanics of Materials
- Thermo-fluid Dynamics
- Experimental Methods
- Engineering in Laboratory
- Engineering Statics
- Engineering Dynamics
- Engineering Economy
- Electric Circuit Design
- Electrical Power System

HONORS AND ACTIVITIES

- *Co-Awarded Undergraduate Research Grant* (2007)
 - **Project manager** on team of three engineering students designing, constructing, and testing autonomous robot to compete in the 2007 IEEE Southeastern Conference student hardware competition
- *Co-Awarded Undergraduate Research Grant* (2006)
 - **Member on team** which performed feasibility study for creating a solar water distilling business in Morocco
 - Constructed and tested solar water distiller
- 3-time presenter at Union University's Scholarship Symposium
- Union University Freshman *Engineering Student of the Year* (2003)
- Union University Dean's List
- Student member of IEEE and ASME

TECHNOLOGY SKILLS

- AutoCAD, Pro/ENGINEER, Mathematica 5.2, Microsoft Office 97/2000/XP/2003
- Programming in C, MATLAB, BASIC
- Statistical analysis with Minitab
- Mechanical modeling/simulations with Working Model
- Windows 95/98/2000/XP, Internet, E-mail

Rachel Raye

School Address: 1050 Union University Drive, UU #2382, Jackson, TN 38305

Permanent Address: 1500 Kim Ct, Franklin, TN 37069

E-mail: rraye7@gmail.com **Cell Phone:** 911-353-4136

A friendly, reliable professional who enjoys solving problems individually or cooperatively. Very teachable and a fast learner. Driven and has multicultural experience and background. Seeking a challenging summer internship in the mechanical engineering field.

Education

Bachelor of Science in Engineering, Expected Graduation in May 2008

UNION UNIVERSITY, Jackson, TN

GPA: 3.4

Relevant Coursework

- Statics
- Dynamics
- Mechanics of Materials
- Computational Engineering
- Thermodynamics I
- Engineering Graphics
- Electric Circuits I
- Power Systems and Electric Machines
- Engineering Experimental Methods
- Engineering Laboratory

Professional Experience

Landscaper, Franklin Ponds and Landscaping, Franklin, TN, 2006

- Installing sprinkler system
- Helping construct artificial pond and waterfall
- Working in small groups of three or four to complete projects

Member Group Design Project, Letourneau University, Longview, TX, 2006

- Participating in designing the sip and puff fishing rod for quadriplegic
- Organizing a timeline to complete the project and executing it
- Using finished project to compete with other groups of engineering students.

Student Worker, Letourneau University, Longview, TX, 2005-2006

- Dealing with customers and providing assistance with equipment
- Taking care of athletic equipment and team equipment
- Working in groups of two to five to successfully complete assigned projects in painting offices and dorms and maintenance for dorms and offices
- Leading small groups of two or three to complete goals and projects

Community Service

- Fellowship of Christian Athletes where student athletes came together and accomplished meaningful work with and for an orphanage
- Church usher helping with guiding people during the service and also involved in the setup and teardown of the church on Sunday mornings
- Barefoot Camp Counselor in charge of a group of 12 teenage boys during part of the summer

Achievements

- Varsity Soccer Player (2004-Present)
- Third Place in 2006 ASME Student Design Competition, District E (Sip and Puff Fishing Rod for quadriplegic)
- All-Conference Honorable Mention NCAA DIII (Soccer 2005-2006)
- All-Conference Academic Team NCAA DIII (Soccer 2005-2006)
- Midfielder of the Year (Soccer 2004-2005)
- Learned the use of programs such as Excel, Autodesk, Matlab, Word, Powerpoint and Maple

Rachel Raye

School Address: 1050 Union University Drive, UU #2382, Jackson, TN 38305

Permanent Address: 1500 Kim Ct, Franklin, TN 37069

E-mail: rraye7@gmail.com **Cell Phone:** 911-353-4136

References

David McClung

Owner

Franklin Ponds and Landscaping

Cell Phone: 615-509-6897

Juan Castro, Ph.D.

Head Pastor, Vida Abundante

Associate Professor, Finance

Letourneau University

Office: 903-233-3624

Jay Bernheisel, Ph.D.

Assistant Professor of Engineering

Union University

Office: 731-661-5550

Tom Wait

Men's Head Soccer Coach

Letourneau University

Office: 903-233-3725

Cell Phone: 903-241-4010

Randal Schwindt

Assistant Professor of Engineering

Union University

Office: 731-661-5594

RÉSUMÉ SAMPLES

PHYSICS

Emmit Bennet Smith

5889 Hartford Square • Jackson, TN 38305 • 731-555-9048 • ebent@gmail.com

PROFILE

Hard working, logical-minded professional with a strong background in physics and mathematics. Dedicated to securing a career in industrial research and development. Excellent analytical skills; experienced in statistics and scientific methodology. Honest, dependable and enjoys working independently or within a team setting. Inquisitive mind and a leader by example.

EDUCATION

Bachelor of Science in Physics, December 2004
UNION UNIVERSITY, Jackson, Tennessee

Minor in Mathematics

Related Coursework:

Classical Mechanics	•	Modern Physics	•	Math Methods
Quantum Mechanics	•	Electric Circuits	•	Differential Equations
Electromagnetism	•	Experimental Physics Lab	•	Linear Algebra
Thermodynamics	•	Statistical Mechanics	•	Complex Variables

Research:

Constructing Solutions and Potentials to the Schrödinger Wave Equation Using Linear Superposition, 2004.
Presented a method for developing quantum-mechanical wave functions. The method involves constructing either discrete or continuous superpositions of known wave functions to produce new wave functions that solve Schrödinger wave equation. This method will also provide a superposition potential energy function for the new wave function.

RELATED EXPERIENCE

Tutor for various universities and schools throughout the United States, 1998-Present. Tutored students, ages 13-50, in science and math. Self employed mathematics and science tutor (paid), 1998-Present; Union University, Middle Tennessee State University, Jackson State Community College, Liberty High School, and Saint Mary's Catholic School, 2000-Present.

Online Mathematics and Science Tutor (non-paid) for the The University of Hawaii. Utilized YAHOO Messenger to communicate with and tutor online students in upper level math and science courses, 2003-2004.

Math Lab Instructor who provided support to Jackson State Community College students from the developmental level to college algebra and accepted responsibilities of lab in the director's absence. Consistently helped students improve mathematics grades, 2003.

OTHER EXPERIENCE

Future Optics, Inc., Accounting Assistant, 1995-1996. Mail Desk, 2005-Present.

Nevada Bob's Golf, Salesperson, Jackson, TN, 2000.

Toys R Us, Salesperson, Jackson, TN, 1998.

ACHIEVEMENTS

National Honor Society

Mu Alpha Theta Math Honor Society

United States Academic Decathlon Tennessee State Champion, 1996

Medalled nationally in the United States Academic Decathlon: fifth in Super Quiz, third in Southeast Region, and second in Small School Division.

JON C. BASHEAR

School Address: 1050 Union University Dr. ♦ UU Box 5555

Permanent Address: 40 JW Rhodes Park Rd. ♦ Parsons, TN 38363 ♦ 731.555.7546

Email: bashearjonc@hotmail.com

Education

Bachelor of Science in Engineering, May 2006

Union University, Jackson, TN

Major: Engineering **Minors:** Physics and Math

Professional Experience

- ♦ **Engineering Intern**, Porter-Cable/Delta, May 2004-present
-Design products, update drawings and parts on AutoCAD and Pro/E, work on a cost-reduction team for existing products, perform Bill of Materials (BOM) changes.
- ♦ **Engineering Intern**, Capro, Inc., May 2003-May 2004
-Created plans for the plant floor to use in assembling the products, assisted in CAD drawings and BOM changes.
- ♦ **Physics Lab Assistant**, 2002-2003
-Assembled Physics equipment and conducted various research experiments.
- ♦ Construction/Landscaping, Stricklin Construction, 2000-2003

Volunteer Work

- ♦ Habitat for Humanity
(Assisted with building houses for qualifying, underprivileged families)
- ♦ Deer Valley
(Served on church team which counsels/mentors troubled teens)

Technology Skills

Engineering Applications

- ♦ Pro/E Wildfire
- ♦ AutoCAD 2002
- ♦ AS400
- ♦ Mat lab
- ♦ Electronics Workbench
- ♦ Mathematica 5.2

Office Applications

- ♦ Microsoft Excel
- ♦ Microsoft Power Point
- ♦ Windows 95/98/2000/XP
- ♦ Microsoft Access
- ♦ Microsoft Word
- ♦ Internet and Email

Additional Information

President of Engineering Student Council, Union University

Professional Memberships: ASME and AIAA

JON C. BASHEAR

School Address: 1050 Union University Dr. ♦ UU Box 5555

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References

Greg Griffin

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Clint Rainey

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Tim Jackson

Senior Product Engineer

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Dr. Kyle Hathcox

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Don Stricklin

Owner/Operator of Stricklin Construction

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