

Student

student@yahoo.com

Campus Mercer University Box 72641 • Macon, GA 31207
Home Lot 188 Llandilo Phase 2 • Westmoreland, Jamaica • 478-555-5555

OBJECTIVE

- Obtain a position at Power Engineering, INC where I can maximize my excellent problem solving skills, strong leadership ability and my training experience.

Comment [c1]: This is about you. Leave it out or explain the contribution to the company.

Comment [c2]: Align text in second line under first line

EDUCATION

- Mercer University
Macon, GA
GPA: 3.412
B.S.E., Bachelor of Science and in Engineering
Specialization: Electrical Expected, May 2015
- Manning's School
Savanna-la-mar, Jamaica
Graduated: June 2011
High School Diploma

Comment [c3]: Leave this out. It is assumed by everyone that you graduated from high school if you are in college.

COMPUTER SKILLS

- Microsoft Office
- P-spice/ AutoCAD
- Matlab
- WinIDE

Comment [c4]: You could save room if you put these in two columns.

RELEVANT COURSES

- Electrical Fundamental I and II
- Electrical Fundamental Lab
- Electronics I and II
- Electronics Lab
- Electromagnetic Theory and Application
- Technical Communication

Comment [c5]: Same comment

WORK EXPERIENCE

- Craft's Metal Work Intern*
Baltimore, MD
- Assisted in installing outdoor and indoor air-condition units.
 - Assisted in assembling ventilation and implementing insulation

ATHLETICS

- Mercer University Men's Soccer, NCAA Division I*
- Capital One Academic All-District (2012-2013)
 - Atlantic Sun Academic All-Conference (2012)
 - NSCAA All-South Region Team (2012)
 - First Team All-Conference (2012 and 2013)

VOLUNTEER ACTIVITIES

- Local Engagement Against Poverty (LEAP)
- Habitat For Humanity

5555 Riverfront Drive
Snellville, Georgia, 30039
January 29th, 2014

~~Mr./Mrs. First and Last Name~~

BBS North America
Address
Braselton, Georgia, 30517

Dear Mr./Mrs Last Name,

Comment [C1]: Dear Sir or Madam,

I am interested in a position in as a Process Engineer. Your company, BBS USA, is a leading manufacturer of OE, aftermarket, and racing wheels which are seen in all aspects of life. Using the latest technology in the construction of your wheels, BBS has set the standard for quality and durability. As an automotive enthusiast, I take pride in the improvement of any and all aspects of my vehicle and one of the most important parts of the vehicle is the wheels. My goal, if hired, is to help refine the manufacturing process of the wheels, so that each wheel made is improved, thereby improving each vehicle to which they are fitted. ~~to.~~

My education at the Mercer University's School of Engineering program has more than prepared me to enter your team of engineers. My course work in Linear Programming, Designing of Experiments, and Quality Control have given me the knowledge and ability to not only shorten process times, but increase throughput. These theory-based courses combined with several machining labs, Statics, Dynamics and a course on Foundry Processes, can allow me to improve the some aspects of the wheels design itself.

Comment [C2]: Wheels or wheel?

In the summers between school years, I've worked as an assembly technician at Home Depot and Lowes, and while not directly related to manufacturing in a factory setting, ~~it~~ these jobs allowed me to work with the construction process hands on, showing me the importance of a directed and refined manufacturing process. Often, when a low quality item (let's say a cheap grill for example, an inexpensive grill) was requested by the store for assembly, it normally took longer to assemble and many of the parts broke upon installation. ~~It's the~~ Those same grills ~~that~~ also have to be repaired later on in their life, unlike the higher quality grills. During the school year, I worked as a student aid at the University's Physical Plant as well as a machine shop aid in the engineering building. Working as a machine shop aid ~~has~~ allowed me to work with many different materials and machining tools, showing me how most fine tools or parts are made. I am ready to bring all of these skills to BBS USA.

Thank you for reviewing my application and resume, and I hope to have an interview with you. If you have any questions or need any information, contact me at (678) 555-5555 or student@mercer.live.edu.

Sincerely,
Student

Address

Wildwood, FL. 34785

1/29/24

Economic Research Analyst

FINRA

Washington, DC

Comment [c1]: Different font than letter

Dear ~~Mister~~, Sir or Madam,

Based on my educational background in Economics, I am eager to be considered for the Economic Research Analyst opening at FINRA. I ~~came across~~ discovered the opening while on Monster.com and I ~~believe~~ am confident that I am a very ~~fitting candidate~~ good fit for your application. ~~Position. The~~ My pertinent education, above-~~par~~ average academic ~~records~~ performance, and leadership and working positions I have held will help me to ~~succeed at this position~~ contribute to your company if given the opportunity.

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I am convinced that ~~the~~ my coursework and success ~~I have had~~ at Mercer University will prove ~~to~~ make me capable and competent for this position. While attending Mercer, I have focused on economics while ~~working towards~~ completing my ~~business~~ undergraduate degree in ~~business administration~~. This ~~focus~~ has allowed me to take several economics related courses, as well as several math courses, such as Calculus and Statistics. While taking these courses I have managed to sustain a 3.89 GPA, proving that I can handle a heavy load and be successful.

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Comment [c2]: Great sentence

Outside of the classroom, I have taken on several leadership roles and ~~employments~~ jobs that have helped me develop skills to be successful in the workplace. As the Social Executive Chair for Alpha Tau Omega at Mercer University, I was in charge of facilitating all social events while having to allocate and budget the limited resources that were available to me. As an employee of Earthscape Unlimited, I ~~was put~~ served in a leadership position, and ~~put in charge~~ was the ~~managing administrator~~ of a significant portion of the company's services. In other ~~employments~~ positions, ~~Management company management~~ granted me more responsibilities because of my ability to complete my initial tasks, which led to their increased trust in my ~~employment~~ Performance.

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As the largest independent securities regulator in the U.S., ~~FINRA's position as an Economic Research Analyst is very intriguing to me, and I am~~ am very enthusiastic about the ~~opportunity to be picked as the candidate for the Economic Research Analyst opening~~ potential to join your company. I look forward to ~~seeing you soon~~ talking with you soon. Please contact me at 555-555-5555 or student@live.mercer.edu.

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Sincerely,

address
Columbus, GA 31909
January 27, 2014

Mr. Person Copart
Copart Incorporated
Human Resources Department
14185 Dallas Parkway, Ste 300
Dallas, TX 75254

Dear Mr. Copart:

From your website I learned of your need for an Assistant General Manger for your location in Dunn, North Carolina. I am highly interested in Copart Incorporated, and I ~~believe am confident~~ that with my educational credentials ~~of education~~ and job experience, I can provide Copart with a fresh approach to managing employees and ensuring customer satisfaction. While researching Copart, I have found that this company is a growing business of 140 facilities that values work ethic through a great work environment, and I believe that starts with the employees.

Comment [c1]: good

Comment [c2]: Good; shows you've spent time learning about them.

You indicate that a requirement for the position of Assistant General Manager is a track record of experience in sales operation and management within a sales and service industry. While studying to obtain my Bachelor's in Business Administration at Mercer University, I have worked for several prospering companies as a sales associate, an intern, and ~~as well~~ as a manager. My efforts have produced successful recommendations, and I have consistently met and surpassed both company goals, as well as my own. I have a background in strong leadership experience within the work place, as well as with student body organizations within my school. Not only have I studied various computer programs, but also I come from a family with a small business, so I am proficient in running a business within databases as well as Microsoft Office products. Currently, I am ~~attending completing my degree at the~~ Mercer University Stetson School of Business and I will complete my area of study this ~~year in middle of May, and~~ I will be available to begin employment full time ~~directly following~~ immediately after graduation.

Comment [c3]: They would be more interested in actual sales or measurable things you produced.

I am looking forward to talking with you regarding opportunities to ~~better contribute to~~ Copart Incorporation. I will contact you within the next week to confirm that you have received my resume, and I will also be glad to answer any questions you may have. Thank you for your consideration. You may contact me at phone number or email.

Sincerely,

1400 Coleman Avenue
Macon, Georgia, 31207
January 27, 2014

Comment [c1]: Move down; don't put at the very top. If you have to do this, your letter is too long.

~~Entry Level Electrical Engineering~~ Just put the name of the company here ,not the title
Power Department
Power Engineering INC
509 North Sam Houston Parkway East, Suite 200
Houston, Texas, 77060

~~Dear sir/madam,~~ Dear Sir or Madam,

As a student ~~expecting completing~~ a **B.S.E in Electrical Engineering** from Mercer University, I have developed a ~~tenacious~~ interest in Electrical Power. I learned about a job opening in the Power department of your prestigious firm ~~online~~. After ~~doing some~~ researching about your company, I am confident that my educational background and my experience ~~would- will~~ make me a solid candidate for ~~consideration for~~ the Entry Level Electrical Engineering position.

Comment [c2]: Poor word choice. It's interesting, but doesn't fit the context. Suggest:
Growing
Expanding
Deep

Comment [c3]: Be specific about where online

Being involved in various design projects throughout my time at ~~the~~ Mercer University School of Engineering, I have ~~not only~~ attained problem solving skills, ~~but- and~~ I have also learned how to apply what I have learned. My strong electrical background and lab experiences have made me capable of being trained ~~with little to no effort~~ easily and to effectively execute instructions. With a solid foundation in technical communication, I have the capacity to communicate orally and in writing effectively with any audience. I am also experienced in manipulating, modifying and analyzing project designs with the use of software.

Working as an intern at Crafts Metal Work, I gained the experience of collaborating with engineers of different disciplines. This experience not only contributed towards my ability to function as part of a group, it also equipped me with organizational and hands on practice within the field. I am confident that I can incorporate what I have learned and integrate it with further teachings in order to effectively increase the productivity of your firm.

Thanks you for your consideration and I look forward to further discussing my interests with you. ~~Expect a follow up call within 5-10 days but until then,~~ I can be reached at **478-555-5555** or at **student@yahoo.com**. I am available for an interview at a time convenient to you.

Sincerely,

[Your Name]
Shavertown PA 18708
555555555570-555-5555 or list your email
student@Gmail.com

Comment [C1]: Put this in your last paragraph, not in the inside address.

January 29, 2014

~~Jeffrey P. Clemente~~Mr. ClementeMr. Clemente

Client Service Analyst
Jacobi Capital Management
620 Baltimore Drive
Wilkes-Barre PA 18702

Dear ~~Jeffrey P. Clemente~~Mr. ClementeMr. Clemente:

I was very pleased to receive an Email from you detailing the demand to fill the void of a Client Service Analyst. I am very interested in discussing with you the reasons why I find myself a perfect candidate for this position. I believe that my credentials are such that qualify myself for this position, which I desire.

Comment [C2]: This is very, very formal.

Last sentence s/b:

I am confident my credentials match the job requirements perfectly, and I am eager to obtain this position.

Or something like this.

Comment [C3]: Great!

In earning my Bachelor's degree in Business Administration with a focus in Finance from Mercer University, I have obtained the knowledge necessary to help advance your already very innovative company. I also competed in four years of Division one intercollegiate athletics as a member of the golf team, while maintaining a 3.492 and joining several groups on campus such as the Financial Management Association and American Marketing Association. These ~~led me to being~~ factors of my time achievements at Mercer have ~~helped me become~~ well rounded, ~~achieving~~ achieve strict disciplines, working with teams to further my communication skills, and ~~so much more.~~

Comment [C4]: End with something specific. Try to never say things like "so much more"

I have held three positions in particular that ~~I find~~ will help me succeed in this job. ~~While My my~~ enclosed resume goes into further detail, ~~however~~ my Internship at Jacobi Capital Management, ~~my~~ work as a salesman for Viridian Electric Company, and being part of a C.F.A research team are the three positions ~~I have held that I find~~ qualify me for this position. ~~They have taught me~~ Through them, I learned communication skills, self-motivation, and innovation, all of which you list as the qualities you are looking for in a Client Service Analyst.

If you have questions, please contact me at 555555555570-555-5555 or list your email. I look forward to an interview with you at a date and time that you find suitable, and appreciate your efforts in this process.

Sincerely

Formatted: Closing

Student

Address

Lilburn, Georgia 30047

404-403-8499

student@gmail.com

January 27, 2014

Comment [c1]: Nice

Russell Davis
Downey and Cleveland, LLP
288 Washington Avenue
Marietta, GA 30060

Dear Mr. Davis:

I am applying for a clerkship position at Downey and Cleveland which my father has told me about. I am a pre-law student at Mercer University and feel am confident that my work experience and education makes me an excellent candidate for this position.

Comment [c2]: Which I learned about through my father.

At this time, I have successfully completed five semesters at Mercer University. I am planning to will graduate with a B.B.A. in Accounting in May 2015. I have gained knowledge in very diverse areas of study; my minors are both chemistry and biology, and although I am pre-law, I did obtain guaranteed admission to Mercer's Medical School. I feel that my My diverse coursework provides me with a great perspective to bring to medical malpractice cases.

Comment [c3]: This is optional, but looks good.

I have already held numerous prestigious internships. I have also have held internships at Lilburn Pediatrics and at Emory Eastside in the labor and delivery department. I have experience with looking through examining medical records, -which I feel is a valuable skill for this clerkship position because your firm takes a high volume of medical malpractice cases.

Comment [c4]: If you say something like this, you need to list them or describe them, or say that they are detailed on your resume.

I have attached my resume for review. I am available at your convenience for a scheduled interview. You may contact me at 404-555-5555 anytime or email me at student@gmail.com. Thank you for your consideration and I eagerly await your response.

Sincerely,

Student

Enclosure: Resume

Student

Address

Lilburn, Georgia 30047

404-555-5555

student@gmail.com

Comment [c5]: Right aligned is just fine.

OBJECTIVE

To gain an internship in the medical malpractice field, and to ultimately gain acceptance to University of Georgia's Law School.

Comment [c6]: Good

EDUCATION

Mercer University August 2011- Present
Macon, GA

Currently an undergraduate student pursuing a Bachelor's of Business Administration in Finance with a Pre-Law intent and a minor in both Biology and Chemistry. Accepted to Guaranteed Admissions Program for Mercer School of Medicine.

Parkview High School August 2007- May 2011
Lilburn, GA

Graduated with a 3.9 GPA, a 94.3 cumulative GPA ranking in top 15%, with a college preparatory seal.

Comment [c7]: This is optional. Most of the time, the custom is to leave off high school.

INTERNSHIP EXPERIENCE EXPERIENCE

Emory Eastside Medical Center August 2010- May 2011
Snellville, GA
Shadowing Labor and Delivery Department, observing deliveries.

City of Lilburn January 2010- May 2010
Lilburn, GA

Shadowing Economic Development Department, working with planning department.

Lilburn Pediatrics August 2009- Dec 2009
Lilburn, GA

Shadowing doctors, working with medical assistants and billing department.

WORK EXPERIENCE

Jack Tarver Library January 2012- May 2012
Macon, GA

Circulations Assistant: monitored library and responded to student inquiries.

Zaxby's June 2011- Present
Snellville, GA

Front of house; manage lunch and dinner operations, ensuring positive customer experiences.

Mama Mia's January 2011- August 2011
Lilburn, GA

Hostess: assigned servers to guests and monitored restaurant.

Comment [c8]: What? This is direct competition with Chick-fil-A. I had no idea you were a traitor.

INTERESTS, ACTIVITIES, and LEADERSHIP

Community Service: Over 300 hours of service at Camp Creek Elementary, Lilburn Pediatrics, Relay for Life, AIDS Walk Atlanta, Mercer International Student Programs.

Organizations: Common Ground, Phi Eta Sigma Honors Society, Indian Cultural Exchange.

Leadership: Mentor to international students, lives in International House at Mercer University.

Languages: Fluent in English and Punjabi, understands Hindi.

REFERENCES

Available upon request.

Comment [c9]: This is optional as well, but I usually recommend just providing them.

555 Court
Columbus, GA 31909

Student

706-555-5555
1000001@live.mercer.edu

Objective: To contribute four years of progressive experience in the management field to a small business that successful operations and customer satisfaction, while paying close attention to company performance and detail.

Comment [c1]: As an employer, I'd read this as a veiled description of four years in college. It's okay, but be careful with this kind of objective.

EDUCATION

- Mercer University (Macon, GA)
- Bachelor of Business Administration
- Personalized Portfolio Study of Business Management
- University Scholarship
- Jennifer Ross Memorial Scholarship/Chi Omega Women's Fraternity
- GPA 3.46

Comment [c2]: I would not bullet this, but put it in more of a narrative form separated by lines. Put the university, degree, and date of graduation on the same line.

QUALIFICATIONS

- Four Year's of progressive studies in Management
- Chi Omega Women's Fraternity House Corporation Chair (2011-2012)
- Chi Omega Women's Fraternity Secretary (2012)
- Mercer Panhellenic Council Vice President of Recruitment (2012-2013)

Comment [c3]: This is an irrelevant title. Most employers would not look at sorority leadership as job qualifications. Call it something else and move it to the bottom.

Comment [c4]: This is not a qualification; this is a fact of life of any college student.

WORK EXPERIENCE

Part Time Assistant Sales Manager, Charming Charlie, Macon, GA

January 2014- Present

- Compiling daily financial activities
- Communicating effectively with District Manager
- Managing and designing new floor sets
- Supervising and training staff

Sales Associate, Charming Charlie, Macon, GA

June 2013- December 2013

- Merchandised women's clothing
- Generating positive feedback from customers
- Increasing sales by analyzing customer preference and recommending clothing and accessories
- Promoted from sales associate to part time assistant sales manager

Comment [c5]: These opening verbs should all be past tense (end in "ed")

Management Intern, Butler Volkswagen, Macon, GA

January 2012 – April 2012

- Shadowed General Manager
- Documented necessary paperwork
- Corresponded with sales team

Cashier and Receptionist, Butler Toyota, Macon, GA

May 2011 – August 2011

- Ensured customer satisfaction with greeting and prompt service
- Organized daily phone system operation
- Administered rental services
- Finalized monetary service sales

COMPUTER SKILLS

- Proficient with Database and Microsoft Products
- Experienced with social media and internet research
- Knowledgeable with QuickBooks and related business management products

Comment [c6]: Is Database an application, or do you mean Access? Or just database skills in general?

555 A Road
Lithonia, GA 30058
January 28, 2014

Mr. Jean Angob
Office of Hiring Director
Chi-Town Connections
750 E. Sample Road
Pompano Beach, Florida 33064

Dear Mr. Angob:

~~I am writing because I am needed for the~~ The purpose of my letter is to apply for the position of ~~sports~~ Sports marketing-Marketing promoter-Promoter listed ~~today~~ on *Monster.com*. Chi-Town Connections is a company that wants to grow and promote more diverse events across the nation. I know that my education and knowledge of sports will greatly benefit your ~~hard-work~~ company.

~~I am will~~ graduating in May 2015, ~~from~~ Mercer University with a ~~bachelor's degree~~ Bachelor's in Business Administration in Sports Management. I have completed courses in Marketing and Sports Law. I will have completed Economics of Sports, Sports Marketing Research and an internship by the end of the year.

I am currently playing Division 1 FCS football at Mercer University, where I am developing great teamwork and leadership skills. In addition, I worked as a summer camp counselor for three years. I lead athletic and social activities for the children at the camp. I also have a year of experience as an intramural referee at Mercer University, further increasing my knowledge of sports.

In my ~~Resume~~ resume, you will find more in depth information on my education, work experience, and extra-curricular activities. If needed, I can also supply more information on the courses I am taking. I ~~believe am confident~~ I can be a great asset to Chi-Town Connections;

I am interested in interviewing with you at your convenience. You may contact me at email or phone. I look forward to hearing from you soon. would it be promising for me to visit with a representative of the company?

Sincerely, ~~Yours,~~

Student

10000000@live.mercer.edu

Current Address:

286 College Street
Macon, Georgia 31207
404-555-5555

Permanent Address:

555 A Road
Lithonia, Georgia 30058
770-555-5555

Comment [c1]: 10 pt font is too small for a resume. 11 pt is okay, but 12 is better.

Education:

- **St. Pius X Catholic High School**
Atlanta, Georgia
2008-2011
- **Tuskegee University**
Tuskegee, Alabama
2011-2012
- **Mercer University**
Macon, Georgia
Major: Sports Management
2012-present

Comment [c2]: Generally leave off high school once you're in college. HS is assumed.

Comment [c3]: List in reverse chronological order – current first. List expected graduation date. List degree – you're completing a BBA with a specialty in sports management.

Honors:

- 2011 Graduate of IDEALS Leadership School in Atlanta, Georgia
- All Academic Award for the football team at Tuskegee University

Comment [c4]: Important, but should probably go at the bottom.

Activities:

Currently ~~Playing~~ playing Division 1 FCS football at Mercer University and ~~was am~~ a team captain for my position. I lead members on my team to ensure that we worked hard together. I participated in team ~~work~~ practice for about 20 hours a week. We currently hold the record for the best overall record of a startup football program ~~in their first year~~. 2012-present

Comment [c5]: • NCAA Division 1 Athlete, Mercer Football. Team captain; best NCAA record for a startup team.

This is an example of how to do it as a bullet.

Comment [c6]: Same comment – goes at bottom. If you are bulleting everything else, you must bullet this. Leaving it as a narrative is okay only if other sections are narrative.

Work Experience:

- **Camp Golden Lion**; ~~summer 2009-2011~~ Atlanta, Georgia Summer 2009-2011
Worked as a camp counselor for three summers in a row
Lead athletic and social activities for children
Instituted group activities and conversed with parents
- **Intramural Football Referee**, Mercer University; ~~2012-2103~~
~~worked~~ Worked with a crew of people and assisted in helping referee the intermural flag football games at Mercer University

Volunteer & Community Service

- ~~Worked~~ Served the soup kitchen in Atlanta, Georgia and helped feed the homeless 2008-2011
- Assisted in a ~~toys for tots~~ Toys for Tots drive ~~for my high school~~ 2008-2011
- ~~Facilitated~~ Assisted ~~prison~~ inmates in Atlanta to clean and paint areas of Downtown Atlanta 2010-2011

Student Jr.

1/27/2014

5555 Drive, Snellville Georgia
678-555-5555
student@gmail.com

EDUCATION

Mercer University, Macon Georgia

- Graduating May 2015
- Bachelor of Science in Engineering with an Industrial specialization

Shiloh High School, Snellville Georgia

- Graduated May 2011
- College Preparatory Diploma

~~RELEVANT~~ RELEVANT COURSEWORK

- Calculus I&II, Visualization and Drafting, Statics, Dynamics, Manufacturing Practices, Manufacturing Processes, Design of Experiments, Statistical Process & Quality Control, Operations Research, Thermodynamics

SKILLS

- Mechanical: Welding, Machining (Lathe operation, Milling), Assembly, Design and Modification of various automotive systems
- Electrical: Wiring, Soldering, Basic Circuitry, Car Audio systems
- Computer: Basic Programming (C++), Hardware recommendation and installation, Excel, Minitab WORK experience

Student Worker | Mercer University Physical Plant

From 9/12 – ~~Current Day~~ Present

- ~~Perform~~ Various administrative responsibilities such as data entry and performing inventory assessments
- ~~Greeting~~ clients and vendors
- ~~Managing~~ incoming phone calls and mail
- ~~Creating~~ digital copies of University owned buildings

Assembly Technician | Assemblers Incorporated

From 5/13 – 8/13

- Assembly and repair of various lawn and garden equipment (Grills, lawn mowers, etc.)

Intramural Referee | Mercer University Recreational Sports and Wellness

From 10/11 - 4/13

- Regulated the game-play of sporting activities
- Promoted a positive playing environment

ACTIVITIES

Comment [C1]: Need a heading for Experience. And where are the jobs at Lowes/Home Depot?

- Mercer University Car Club- Vice President
- Mercer University Marching Band – (Former) Tuba section leader for two years
- Volunteering

Comment [C2]: I know you're using a template, but this needs to be made 1 page.

Student

student@gmail.com

55 Cobblestone Ln. Shavertown Pa 18708
570-555-5555

Objective

My objective is to be a Client Service Analyst for Jacobi Capital Management. The position would put me in an ideal situation to not only further myself in my business career, but help aid the innovation and advancement of an already well established company in its field.

Comment [C1]: This is totally about you. I'd leave out this entire sentence and use something like it in your cover letter. You don't have to justify or explain your objective.

Comment [C2]: This is a different font than everything else.

Education

Mercer University

~~Spring 2014 Bachelors degree in Business Administration(Finance focus)~~ B.B.A. concentration in Finance, May 2014

- 3.492 G.P.A (~~As of Spring 2013~~)
- Active member of community
- Four year Varsity Athlete (Golf)
- Four year Academic All-Conference selection

Comment [C3]: No one will know what this means.

Comment [C4]: Needs to go at the bottom in a different category.

Comment [C5]: Same comment

Experience

-Intern, Jacobi Capital Investments (Wilkes-Barre, Pa) (~~_____~~ Summer 2013)

- Worked in a financial environment learning skills in financial analysis, intrinsic research, and business communication.
- Extracted and interpreted data on several companies to understand and assess market trends.

Comment [C6]: Begin with a better verb that describes exactly what you did.

Comment [C7]: Good.

-Salesman, ~~for~~ Viridian Electric company (~~_____~~ 2009-2011)

- Developed the art of good, proper selling by selling electric source energy for the "Go-Green" company Viridian.

Comment [C8]: This is not really what you did. This is what you learned. You sold energy. Use your bullet to explain what you did.

-Member of C.F.A research team (Fall 2014)

- Conducted research and analysis on the Fortune 500 company Mohawk with the assistance of a local C.F.A(Certified Financial Analyst).
- Compiled and presented a report to be presented at a national competition.

Comment [C9]: If this was a class project, it doesn't go under experience. It goes under education. And you have to identify it as a class project.

Skills

- Experienced in financial analysis
- Well rounded business communicator with clients and employees
- Achieved strict disciplines as a Division one Student Athlete

Comment [C10]: As this reads, it is an achievement, not a skill. Start with "Disciplined in daily life due to my experiences as a Division I Student Athlete."

5555 Zebulon Road
Macon, Georgia 31220
January 29, 2014

Project Engineer
Environmental Engineering
Geotechnical and Environmental Consultants
514 Hillcrest Industrial Blvd.
Macon, Georgia 31204

Dear Project Engineer,

Comment [C1]: It's best here to say "Dear Sir or Madam" rather than using an impersonal title.

As a recent graduate from the engineering school at Mercer University, I am interested in the assistant project engineering job available with Geotechnical and Environmental Consultants. Snake Plissken, Chief Engineer with the city of Macon, notified me of an opening within your company. Due to my coursework performance and work experience within the environmental engineering field, I believe am confident that I would will be a great fit for Geotechnical and Environmental Consultants.

Comment [C2]: "from the Mercer University School of Engineering" – use the proper name

I have earned two bachelor's degrees, which include a B.B.A in Business Management from the University of Georgia, and a B.S.E. in Environmental Engineering from Mercer University. This combination of degrees is unique and very valuable because it gives me a background in how companies work from both an engineering and business aspect.

In addition to my education, I also have valuable work experience in the environmental engineering field that will benefit me with in an assistant project engineering job. I have worked at a third party environmental engineering firm for 4 years participating in and conducting projects relating to landfill installation, monitoring-well installation, hazardous material remediation, and storm-sewer design. These projects were comprehensive and provide a great base of knowledge and experience for the open the position at GEC.

Given my educational background and work experience, I believe that I am a great valuable candidate for the assistant project engineering job opening, and would like request an opportunity to interview. Attached is a copy of my resume which highlights my credentials. I can be contacted by cell phone at 478-555-5555, or by e-mail at student@gmail.com. I am looking forward to hearing from you soon.

Sincerely,

Student

5555 Zebulon Road Macon, GA 31220
Phone: 478-555-5555 ▪ Email: student@gmail.com

Objective

I am pursuing a career in the environmental engineering field.

Education

Bachelor of Business Administration in Management, University of Georgia, 2009

Courses included: Leadership, Risk Management and Insurance, Business Ethics, Operations Management, Quality Management, Strategic Management, Managerial Accounting, Marketing, Economics, and Human Resource Management. GPA: 3.2

Bachelor of Science in Engineering, Environmental Engineering, Mercer University, 2015

Courses included: Air Quality, Hydrology, Groundwater Hydrology, Wastewater, Atmospheric Chemistry, Public Health, Chemistry, Biology, Electrical Fundamentals, Programming, and Physics.

Extracurricular Activities: Delta Sigma Phi Fraternity, IFC Rush Leader 2008, College Republicans, Student Alumni Association

Work Experience

Engineering Technician, Geotechnical and Environmental Consultants. Macon, GA. March 2010-Present

- NPDES Certified Storm Water Technician
- American Concrete Institute Certified Tester
- Asbestos Inspector Certified
- Nuclear Density Gauge trained

Office Assistant, Jones, Cork, and Miller L.L.P. Macon, GA. Summers of 2005-2009

- Interacted with different firms around the Macon area and delivered sensitive materials
- Dealt with the management of files and file closings using the Juris computer program
- Kept reference materials properly updated

Comment [C1]: You could say: Managed files and file closings using the Juris computer program

Landscaping, Ryan Campbell, Macon, GA.

Summer of 2005*

- Provided lawn care to 25 yards per week
 - Assisted with the organization of financial records
- *simultaneously

Comment [C2]: Bet that was hot!

Volunteer Experience

- Assisted in the building of homes in the community through Hands on Athens
- Worked with Dance Marathon to help raise money for the March of Dimes foundation

Comment [C3]: This is okay, but vague. Did you manage it? Coordinate it? Maybe a different verb would be more vivid.

Personal Interests

- Quail hunting, duck hunting, UGA football, bass fishing, history, baseball, golf, boating.

Comment [C4]: Combine: Quail and duck hunting, UGA football,...

References

Mr. Larry N. Pope, President

SP Design Group
5191 Columbus Rd.
Macon, GA 31206
478-477-7465

Mr. David Blankenship

100 Springs Court South
Lizella, GA 31052
478-935-3201

Mr. David Moore, V.P.

Piedmont Construction Group
107 Gateway Dr.
Macon, GA 31210
478-405-8907

Mr. Tom Driver, President

Geotechnical and Environmental Consultants
Macon, GA 31204
478-757-1606

Mr. Mick Couey

Jones, Cork, and Miller LLP
606 Cherry Street Suite 500
Macon, GA 31201
478-745-2821

Campus Address: MU box # 5555, 1400 Coleman Ave, Macon, Georgia 31207
Home Address: 5555 Rd, Carrollton, Georgia 30116
(404) 555-5555 • student@live.mercer.edu

Student

Objective

To obtain an Internship at Gulfstream to apply my Mechanical Engineering knowledge to real-life application and work as a team to complete complex projects.

Education

August 2012 - Present Mercer University [Macon, Georgia]

Comment [c1]: No need for brackets.

B.S.E in Mechanical Engineering:

Comment [c2]: Omit colon.

- Current Student - 49 Credit Hours Expected Graduation Date:
- GPA 3.56/4.0 – Dean's List May, 2016

Summary of Skills and Related Coursework:

Trustworthy, motivated, great with criticism, takes pride in his work, very detail orientated, Excellent leadership, works well with little supervision, great communicator.

AutoCAD	Inventor
C++	Microsoft Office
Mathcad	MiniTab
Drafting and Solid Visualization	Probability and Statistics for Engineers
Statics and Solid Mechanics	Freshmen Design
Programming for Engineers	Calculus I/II

Experience

August 2012 – Present Dr. Hyun [Macon, Georgia]

Comment [c3]: No brackets

Research Assistant Supervisor: Dr. Sinjae Hyun (478) 301-2214

- Conduct research, and Aerosol inhalation Deposition experiment.
- Learn Technical skills for the gathering of scientific data.
- Record and Analyze data to determine statistical significance.

August 2012 – Present Mercer Medical School [Macon, Georgia]

Comment [c4]: No brackets

LRC Student Assistant Supervisor: Mrs. Terri Walker (478)-301-4190

- Organize and oversee Wet Lab and Model Gallery.
- Assist Patrons at the Circulation desk.
- Oversee the Learning Resource Center on weekends and when the Manager is away.

Licenses, Certifications, and Projects

- Research presented at National Biomedical Society Conference in Seattle, Washington September 25th, 2013. "In Vitro Intersubject Comparison of Inhaled Aerosol Deposition in Realistic Human Upper Respiratory Models"
- Eagle Scout, Troop 901.
- Certified in AutoCAD and Inventor by Global Etraining
- First place in Freshmen Toothpick Bridge Design Contest. Deliverables: Proposal, PDR, and CDR.
- Selected as the 2012 Georgia Delegate for the National Youth Science Camp.