

GRAVES
CENTER
for
CALLING &
CAREER
GEORGETOWN COLLEGE
www.georgetowncollege.edu/career

The mission of the Graves Center is to help students bridge their liberal arts education with their career journey. We accomplish this by offering a comprehensive range of services, including individual career advising and group programs. We assist students in understanding their skills, interests, and values while connecting this knowledge with various career options, career exploration, and on-campus recruiting.

RESUMES
and
COVER LETTERS
BASICS

Your Career Center is Located in the W. Peyton Thurman Meetinghouse
For a resume, career assessments, internship & job search assistance and interviewing assistance appointments
call: 502-863-8383

Visit our web site at www.georgetowncollege.edu/career for online resources, calendar for upcoming professional workshops, internship guidelines, and much more!



Dear Georgetown College Student,

Job search documents are just one component of the resources available to you through the Graves Center for Calling & Career! We are on hand to give you assistance with choosing a major through individual career counseling and online assessments such as Type Focus and Career Beam. We also offer Professional Development Seminars almost every Monday at 4:00 at the Meetinghouse throughout the year and encourage all students to participate in these and our on-campus recruiting opportunities!

Whenever you see our employers and organizations in front of the café, be sure to stop and gather information; you never know when a great opportunity may open doors for your future! Additionally, our recruiters from employers, organizations, and graduate schools will be on campus to participate in the Law and Graduate School Fair (October 8th), Internship and Summer Camp Fair (February 9th), and the annual Spotlight on Employment Job Fair (March 4th)—open to all majors and all students.

If you are seeking experience in your discipline, then you should be planning an internship at some point in your academic career. There are a number of prospects for you to consider, and preparing for an internship can be coordinated effectively at the Graves Center. Unsure of what you want to do? You can also find someone to shadow in your areas of interest through our Mentor program...many of the searches for internships, jobs, and mentors can be done through Tiger Net, our restricted, online system for Georgetown students and alumni. We offer a multitude of online resources, including Vault, as well.

We have computers and a career library for students located in the Peyton Thurman Meetinghouse on the second floor, so come in and make yourself at home. We look forward to working with you to help you meet your professional goals.

Robin Fleischer, Director

Holly James, Associate Director

“Any life career that you choose in following your bliss should be chosen with that sense — that nobody can frighten me off from this thing. And no matter what happens, this is the validation of my life and action.”

Joseph Campbell, American Writer and Lecturer

What is a Resume?

- Your Selling & Marketing Tool!
- A tool designed to get you an interview.
- Summarizes your education, employment history, and experiences that are relevant to your qualifications to a particular job for which you are applying.

Types of Resume

- Chronological** (Most Commonly Used for Undergraduates, Listing information in reverse order)
- Functional
- Combination
- Electronic

General Resume Information

- A resume is used to get an interview for a specific job; it is not a complete listing of everything you have ever done. Be selective. All of your Experiences/Skills should have a direct relationship to the position sought. You may need to focus on your transferable and adaptive skills. Anytime you can demonstrate where you handled a need/problem, the action that you took, and the result, clarifies your abilities. You must know your audience. Numbers are convincing.
- Resumes generally include the following components/categories (suggestions listed below):
 - Identifying information
 - Objective
 - Education
 - Work/Related Experiences
 - Skills
 - Activities/Volunteer Experience
 - (Leadership roles should be highlighted. You may consider a separate section.)
- As a new graduate, all relevant information should fit onto **one page**. (NOTE: Hiring Managers may spend very little time scanning your resume. Good information on the second page might never be seen)
 - Exceptions: ministry, education (vita)
- Appearance/Format
 - Use between a 10 pt and 12 pt font minimum.
 - Widen margins if you must but no less than .5 inch. Leave some white space.
 - Use only one typeface; keep your margins and tabs even.
 - Don't overdo **bold** and *italic* type.
 - Stick to a format that is easy, visually pleasing and easy to read.
 - Use Bullets to itemize accomplishments.
 - Use high quality resume paper (black ink on white, ivory or gray is the best choice). Mail resume in a large envelope to prevent creasing, otherwise, choose envelopes that match the resume paper.
- MUST Be Error-Free. Ask several people to proof-read your resume. Reading from the bottom up and backwards can aid in detecting errors otherwise missed. (**Typographical errors = job search death!**)
- Focus on accomplishments, don't just list duties. Cite specific figures and results when describing your job. Begin with an action word (a list on pages 5 & 6) when describing your accomplishments. Be concise.
- Never include a picture or personal information such as religious affiliation, age, marital status, height, hobbies
 - Exceptions: modeling, ministry
- Don't misrepresent yourself. Falsification can be grounds for termination, even years later.

SUGGESTIONS FOR RESUME “CATEGORIES/COMPONENTS”

- 1) Instead of using the word **focus**, try substituting the following words (because you are going to weave the employer’s needs into your statement):

Aim	Goal	Direction	Skills
Aspiration	Intent	Proficiency	Specialist
Bailiwick	Métier	Target	Specialization
Competency	Mission	Expertise	Strengths
Concentration	Objective	Proposal	Talents
Design	Plan	Trade	Purpose
Vocation	Qualifications		

- 2) Synopsis of **experiences** could be listed as:

Accomplishments	Title	Strengths	Background
Highlights	Professional	Representative	Qualifications
Career Summary	Keyword Summary	Representative	Summary of Qualifications
Professional Profile	Experiences	Chronology	Features and Benefits
Skills Summary	Key Features		

- 3) **Work** Experience:

Career	Career History	Professional Experience
Career Record	Professional Highlights	Contract Assignments
Professional History	Employment	Professional Record
Employment Background	Record of Experience	Relevant Experience
Employment Chronicle	Employment History	Employment Highlights
Work History	Employment History	Work Record

- 4) **Skills**:

Abilities	Summary of Qualifications	Key Qualifications
Experience	Knowledge, Skills, and Abilities	Talents
Strengths	Core Competencies	Proficiency

- 5) **Education**:

Academic	Professional Certification	Continuing Education
Licenses	Credentials	Education
Industry Training	Education Certification	Academic Preparation
Certificates		

- 6) **Affiliations** (Can be split into a career-related category/section and a community-related category):

Activities	Community Organizations	Professional Affiliations
Trade Organizations	Affiliations	Leadership Organizations
Volunteerism	Professional Associations	Charitable Commitments
Civic Involvement	Industry Affiliations	Professional Memberships
Mentorship	Community Involvement	Public Service
Community Service		

Action words should be used abundantly throughout your resume and cover letters to promote your achievements. They help make a strong impression.

A

accelerated, acclimated, accompanied, accomplished, achieved, acquired, acted, activated, actuated, adapted, added, addressed, adhered, adjusted, administered, admitted, adopted, advanced, advertised, advised, advocated, aided, aired, affected, allocated, altered, amended, amplified, analyzed, answered, anticipated, appointed, appraised, approached, approved, arbitrated, arranged, ascertained, asked, assembled, assigned, assumed, assessed, assisted, attained, attracted, audited, augmented, authored, authorized, automated, awarded, avail

B

balanced, bargained, borrowed, bought, broadened, budgeted, built

C

calculated, canvassed, capitalized, captured, carried, out, cast, cataloged, centralized, challenged, chaired, changed, channeled, charted, checked, chose, circulated, clarified, classified, cleared, closed, co-authored, cold, called, collaborated, collected, combined, commissioned, committed, communicated, compared, compiled, complied, completed, composed, computed, conceived, conceptualized, concluded, condensed, conducted, conferred, consolidated, constructed, consulted, contracted, contrasted, contributed, contrived, controlled, converted, convinced, coordinated, corrected, corresponded, counseled, counted, created, critiqued, cultivated

D

debugged, decided, decentralized, decreased, deferred, defined, delegated, delivered, demonstrated, depreciated, described, designated, designed, determined, developed, devised, devoted, diagrammed, directed, disclosed, discounted, discovered, dispatched, displayed, dissembled, distinguished, distributed, diversified, divested, documented, doubled, drafted

E

earned, eased, edited, effected, elected, eliminated, employed, enabled, encouraged, endorsed, enforced, engaged, engineered, enhanced, enlarged, enriched, entered, entertained, established, estimated, evaluated, examined, exceeded, exchanged, executed, exempted, exercised, expanded, expedited, explained, exposed, extended, extracted, extrapolated

F

facilitated, familiarized, fashioned, fielded, figured, financed, fit, focused, forecasted, formalized, formed, formulated, fortified, found, founded, framed, fulfilled, functioned, furnished,

G

gained, gathered, gauged, gave, generated, governed, graded, granted, greeted, grouped, guided

H

handled, headed, hired, hosted

I

identified, illustrated, illuminated, implemented, improved, improvised, inaugurated, indoctrinated, increased, incurred, induced, influenced, informed, initiated, innovated, inquired, inspected, inspired, installed, instigated, instilled, instituted, instructed, insured, interfaced, interpreted, interviewed, introduced, invented, inventoried, invested, investigated, invited, involved, isolated, issued

J

joined, judged, justified

K

kept, kept up with, kicked, knew, knitted, knotted

L

launched, lectured, led, lightened, liquidated, litigated, lobbied, localized, located

M

maintained, managed, mapped, marketed, maximized, measured, mediated, merchandised, merged, met, minimized, modeled, moderated, modernized, modified, monitored, motivated, moved, multiplied

N

named, narrated, negotiated, noticed, nurtured

O

observed, obtained, offered, offset, opened, operated, orchestrated, ordered, organized, oriented, originated, overhauled, oversaw

P

paid, participated, passed, patterned, penalized, perceived, performed, permitted, persuaded, phased, out, pinpointed, pioneered, placed, planned, polled, prepared, presented, preserved, presided, prevented, priced, printed, prioritized, probed, processed, procured, produced, profiled, programmed, projected, promoted, prompted, proposed, proved, provided, publicized, published, purchased, pursued

Q

quantified, qualified, quoted

R

raised, ranked, rated, reacted, read, received, recommended, reconciled, recorded, recovered, recruited, rectified, redesigned, reduced, referred, refined, regained, regulated, rehabilitated, reinforced, reinstated, rejected, related, remedied, remodeled, renegotiated, reorganized, replaced, repaired, reported, represented, requested, researched, resolved, responded, restored, restructured, resulted, retained, retrieved, revamped, revealed, reversed, reviewed, revised, revitalized, rewarded, routed

S

safeguarded, salvaged, saved, scheduled, screened, secured, segmented, selected, sent, separated, served, serviced, settled, shaped, shortened, showed, shrank, signed, simplified, sold, solved, spearheaded, specified, speculated, spoke, spread, stabilized, staffed, staged, standardized, steered, stimulated, strategized, streamlined, strengthened, stressed, structured, studied, submitted, substantiated, substituted, suggested, summarized, superseded, supervised, supplied, supported, surpassed, surveyed, synchronized, synthesized, systematized

T

tabulated, tailored, targeted, taught, terminated, tested, testified, tightened, took, traced, traded, trained, transacted, transferred, transformed, translated, transported, traveled, treated, tripled

U

uncovered, undertook, unified, united, updated, upgraded, used, utilized

V

validated, valued, verified, viewed, visited

W

weighed, welcomed, widened, witnessed, won, worked, wrote

"The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can't find them, make them."

- George Bernard Shaw, Irish Playwright

Susan Smith

3637 Unknown Court * Georgetown, KY 40324 * Phone: (502) 608-1111 * Email: susan_smith@georgetowncollege.edu

OBJECTIVE

Seeking employment opportunities where I can provide talents, cultivated skills set, and an honest, hardworking personality to positively impact an organization/company.

EDUCATION

Georgetown College Georgetown, KY
Bachelor of Science in Business Administration
Minor in Religion Graduating Dec. 2010

Relevant Coursework

* Contemporary Marketing * Retail and Industrial Marketing * Business Policy and Strategic Planning
* Human Resource Management * International Management

Professional Skills

* Strong customer service experience; ultimately ensure prompt management of all customer requests
* Resourceful individual; talented in all aspects of business development, marketing, and managing
* Highly organized and effective in event planning and detail-oriented environments

EXPERIENCE

Dawahares Lexington, KY
Women's Supervisor May 2008 – present
Retail Sales Associate Nov. 2006 -2008
* Provide assistance to customers; assist supervisors with setting sales 7 floor plans; set displays with visual merchandising manager; perform opening & closing procedures on registers; arrange & count merchandise for inventory

Georgetown College Campus Ministry Georgetown, KY
Staff Intern Aug. 2006 – May 2008
* Organized events and retreats, arranged and led mission trip (11 college students); assisted with many functions of the organization; scheduled community service opportunities for students; met with students one-on-one

Carol Lynn Events Lexington, KY
Student Intern May 2005- July 2005
* Facilitated weddings & other local events; answer phones for floral area of shop; take orders for customers

Georgetown College Campus Ministry Georgetown, KY
Student Intern Aug. 2004 – May 2005
* Organized events & arranged mission trips and retreats; provided support with many functions of the organization; scheduled community service opportunities; met with individual students

Old Navy Lexington KY
Retail Sales Associate May 2002 – Sept. 2005
* Provided assistance to customers; trained 10 associates & supervised 11-15 cashiers during holiday season; assisted manager with plan-o-grams; performed restocking procedures; arranged & counted merchandise for inventory

VOLUNTEER WORK

Charleston Outreach Charleston, SC
Volunteer * Worked with organization to repair homes for low-income families March 2004 & 2005

Hosanna Industries Pennsylvania
Volunteer * Served with organization to rehabilitate homes April 2003

References Available Upon Request

Sally Job Seeker

51 Somewhere • Huntington, WV 25701 • (000) 523-1111 • cell: (000) 617-2222 • eafoar2@georgetowncollege.edu

Objective Seeking employment opportunities in healthcare/medical fields

Education **Georgetown College** Georgetown, KY
Bachelor of Science in Chemistry, Minor in Biology
Graduation May 2006, Summa Cum Laude GPA: 4.0

Employment
Sept. 2003 – May 2006 **Agronomy Department, University of Kentucky** Lexington, KY
Student Lab Technician Plant Genetic Engineering Lab (PGEN)
Undergraduate Research Viral Promoters in Chloroplast Transformation

Volunteer Activities
Spring 2006 **UK Children's Hospital**, 2 hrs/wk (Total 26 hrs) Lexington, KY
Child Life Program; provided activities and crafts for individual patients

Fall 2005 **UK Hospital Emergency Department**, 2 hrs/wk (Total 26 hrs) Lexington, KY

Summer 2005 **Central Baptist Hospital**, OB Business Center, 4 hrs/wk Lexington, KY

Shadowing Experiences
Summer 2005 **Eastern Hills Pediatrics** Cincinnati, OH
Kelley Kirwan, MD, Pediatrics (4 hrs)

Summer 2005 **Eastern Hills Pediatrics** Cincinnati, OH
Nancy Brashear, Pediatric Nurse Practitioner (4 hrs)

Summer 2005 **Huntington Internal Medicine Group** Huntington, WV
Jim Goetz, MD, Internal Medicine (7 hrs)

Leadership Experiences
Fall 2005 – Present **CHE 201/202** Georgetown, KY
Organic Chemistry Workshop Leader

Fall 2005 **Georgetown College** Georgetown, KY
Teaching Assistant for Chem 111 Initial Course for General Chemistry

Spring 2005 – Spring 2006 **Georgetown College** Georgetown, KY
Undergraduate Advisor for Incoming Pre-Med Freshmen

Fall 2004 – Present **Campus Crusade for Christ** Lexington, KY
Bible Study Leader for First-Year and Sophomore College Women

Extra Curricular Activities
Summer 2006 **Campus Crusade for Christ**, 6 Week Summer Missions Project Saratov, Russia
Summer 2004 **Campus Crusade for Christ**, 10 Week Summer Missions Project Lake Tahoe, CA
Fall 2002 – Present **Campus Crusade for Christ** Lexington, KY
Spring 2003 **Georgetown College Concert Band**, Guest Harpist

Awards and Honors
2002 – 2006 National Merit Scholar
2002 – 2006 Dean's List
2002 – 2006 Two/Ten Footwear Foundation Scholarship

Melissa X. Doe
450 Unknown Way | Lexington, KY 42115
mdoe@gmail.com | (859) 421 – 0000

Objective: Marketing position that utilizes my creative, organizational and customer service skills.

Education

Georgetown College, Georgetown, KY

Bachelor of Science in Business Administration, Dual Concentration: Marketing and Finance May 2009
GPA 3.6, Dean's List, Business Club

Related Experience

Georgetown College Graves Center for Calling and Career, Georgetown, KY

Marketing Assistant Jan. 2008 – Present

- Design marketing materials such as flyers, event posters, emails and online newsletters using MS Publisher
- Produce electronic multimedia displays utilizing MS PowerPoint to market events across campus
- Assist in event coordination including working with printing vendors

Target, Lexington, KY

Retail Marketing Assistant Jan. – June 2007

- Assisted with development of Customer Relations Management Program initiative
- Contributed on the production of the holiday catalog, including photo-shoots, content and layout
- Conducted research for possible cross-promotions and partner-marketing
- Researched competitor best-practices prior to the introduction of new product lines
- Designed a store level Product Knowledge Guide and several product description sheets
- Acted as liaison between store managers and corporate office for individual marketing requests
- Created and administered surveys to over 180 stores to solve store related issues
- Monitored development of MS Access inventory management and forecasting program

Bob's Pita Chip Company, Georgetown, KY

Gourmet Account Manager Jan. – Aug. 2006

- Managed 50+ gourmet retail accounts including: corporate, restaurant, and specialty store
- Represented and promote the company and its product lines at the Fancy Food Trade Show
- Assisted customer service department with fulfilling donation requests
- Aided the sales department by constructing sample boxes and press packets
- Utilized Excel and QuickBooks to create reports to track budget and performance goals for the VP of Sales
- Documented and resolved buyer and consumer issues and concerns
- Entered sales orders, created invoices, and received payments in QuickBooks

Other Experiences

- Teachers Apprentice Program, teaching sixth grade students American Sign Language, Spring 2002
- Produced a Red Cross fundraiser for the World Trade Center Relief, Fall 2001

Skills

- MS Access, Excel, Word, PowerPoint, Publisher, Outlook, Lotus Notes, QuickBooks, Adobe Photoshop

General Cover Letter Information

- ☑ Cover letters are generally not read during the first candidate selection, but usually they will be read when the candidates have been short listed. **Use this opportunity.**
- ☑ What should your cover letter do for you? It should answer the question - Why should I hire you? It should grab the employer's attention and point out why you, above all other applicants, should be contacted for a personal interview.
- ☑ There are several types of cover letters:
 - Application - Letters answering a particular job advert. The important thing in the cover letter is to show that your skills match those for the job advert.
 - Prospecting – Letters also known as a letter of interest or inquiry letter is sent to prospective employers that may be hiring, but, have not listed a specific job opening. Your letter should contain information on why the company interests you and why your skills and experience would be an asset to the company
 - Networking – Letters sent to employers/people who you believe can help you find a new job or who might know someone who can help you find a new job.
- ☑ The letter should include the following:
 - 1st paragraph is your introduction. Why are you contacting them?
 - 2nd (& 3rd) Paragraph is your sell. Summarize your credentials, but don't reiterate your resume. List your most relevant accomplishments from previous jobs, internships or volunteer work. Emphasize your qualifications for the job by highlighting applicable skills. Clarify why you want to work at this particular company. Explain why you and the company are a good fit and why now. Show the recruiter that you've done your research.
 - 4th (final) paragraph should be only a few sentences. Thank the recruiter for reading your letter, then request an interview and provide your phone number. Or, be proactive and state that you'll call in a week to follow-up. Then do it.
- ☑ Focus on what you can do for the company, not what they can do for you.
 - Be work/company focused, not self-focused
- ☑ Always address letters specifically to a person with the correct title and spelling of the name.
- ☑ Use paper that matches your resume.
- ☑ Be concise and use professional language.
- ☑ Be positive and use action words. Paint word pictures.
- ☑ Each letter should be tailored to the specific position and reader.
- ☑ Use block format and keep the letter to one page. Remember to sign the letter!

*"Your work is to discover your work and then with all your heart to give yourself to it."
- Buddha*

*"My mother said to me, "If you become a soldier, you'll be a general, if you become a monk you'll end up as the pope."
Instead, I became a painter and wound up as Picasso."
- Pablo Picasso*

*"The best careers advice to give to the young is 'Find out what you like doing best and get someone to pay you for doing it.'"
-Katherine Whitehorn, British Journalist*

General Outline of a Cover Letter:

Applicant's Address
Date of Letter

Use your
address.

Employer's Name and Title
Employer's Address

If possible, address
it to a particular
person by name.

Salutation:

Opening Paragraph: This is the "why I'm writing to you" paragraph which immediately tells the employer the position you want to be considered for or type of work for which you are applying. This is short - usually 2-3 sentences. Points to cover:

- Why you are writing and which position you are applying for.
- How you heard about the position is irrelevant unless it is a mutual contact or recruiting program. Do not write, "I learned of this opportunity through the Career Services Office."
- Show from your research why you are interested in this position or organization. The goal is to make a connection - do this *briefly* and *specifically* or leave it out; sweeping statements will not work.

Make the addressee
want to read your
resume. Be personable
and be enthusiastic.

Middle Paragraph(s): This is the "why I'm qualified" paragraph. Highlight some of your most relevant experiences and qualities as they relate to the position for which you are applying. Choose 2 - 3 points you want to make about **Specific** experiences/accomplishments or about general qualities you have exhibited, and provide **Specific** examples to support those points. This paragraph will change according to the job/employer for which you are applying. This is usually the longest paragraph of the letter. You may break this paragraph into two if it looks too lengthy or if your points work best in separate paragraphs. Points to ponder:

- The first sentence should be a hard-hitting opener. It is a quick introduction, which is accomplishment-oriented and directed at the skills and qualifications needed for the job/industry.
- The body of the paragraph should provide evidence to back up what you've just claimed. Cite specific jobs/internships/activities/projects and accomplishments associated with those experiences. Use your resume to come up with some specifics, but NEVER reiterate passages from your resume word for word. Discuss why what you did is to the employer- relate the facts to the job. **Strong examples are important!**
- The final sentence is a summary of what you've discussed above. It's a good idea to mention the position title and company name to bring the reader back to the specific job in question.

Be brief but specific;
your resume contains
details.

Closing Paragraph: Indicate that you would like a personal interview and are flexible to the time and place. You may refer the reader to your enclosed resume (which gives a summary of your qualifications) or whatever media you are using to illustrate your training, interests and experience. Close your letter with a statement or question which will encourage a response (i.e., Ask if the company will be recruiting in your area, or if it desires additional information or references.)

Sincerely,

Always sign
letters.

Your *typed* name

Enclosure

If a resume, etc.,
is enclosed note in
letter.

Top and bottom
margins should be
equal.

Sample Job Application Letter

George E. Student
300 Summit Street
Georgetown, KY 40324

August 17, 2009

Ms. Arianna Smith, Director of Recruiting
Eastern Arbor
542 Main Street
Lexington, KY 40503

Dear Ms. Smith:

Holly James suggested I contact you concerning the Marketing position available at Eastern Arbor. I am inspired to pursue my marketing interests at Eastern Arbor due to its reputation as a prestigious, innovative and growing company in liability policies.

My diverse and intense academic, professional, and leadership experiences make me a valuable asset to Eastern PG Arbor. Currently, as a professional Student Admissions Associate, I assist in promoting Georgetown College to prospective students and parents. My responsibilities include interviewing and evaluating students as well as leading group information sessions. Working with people every day in a business setting gives me the opportunity to develop strong interpersonal and communication skills.

Furthermore, my leadership experience, particularly with the President's Ambassador's Program, is another example of my strong sense of responsibility and motivation. As a member concerned with advancement of community-educational partnerships, I have brought new ideas onto the agenda, such as bringing student leaders together to discuss how to create meaningful business partnerships at Georgetown College. As a result of this idea, the council along with other student leaders has begun planning a leadership forum for next semester. In all of my business experiences, my motivation and energy has ignited me to work hard and accomplish goals.

My resume and transcript are enclosed for your evaluation. I will contact you on the week of August 30th to schedule a time to further discuss my qualifications for the Marketing position. Thank you for your time and consideration.

Sincerely,

George E. Student

George E. Student

Enclosures

Sample Internship Letter

Ender C. Einstein
P.O. Box 3320
Lexington, KY40500

February 15, 2008

Mr. Kevin Fields
Integrated Circuit Business Division
Hewlett-Packard Company
1100 Newtown Pike
Lexington, KY 40511

Dear Mr. Fields:

As a junior majoring in Computer Science at Georgetown College in Kentucky, I recently met with Bill Jones, a Control Designer at Hewlett-Packard Company in Lexington, KY. He recommended that I bring this resume to your attention. Please accept this letter and the aforementioned resume as an application for an intern position on your design team.

Over the past few semesters, I have taken several classes that have broadened my background in digital design. These courses familiarized me with the techniques used to abstract and organize complex computational devices and behaviorally simulate their models. In addition, I gained experience in low-level circuit simulation techniques and VLSI layout. The list of CAD tools I've used includes Cadence Design Studio, Verilog, MAGIC, and Spice.

My last internship at Microsoft Corporation provided me with an opportunity to make a significant contribution to a large, dynamic project. While on the Outlook Web Access team, I learned to coordinate my individual efforts with the other highly motivated people around me. With strong organizational and team oriented skills, I am confident that these abilities would serve me well on your design team.

As stated earlier, I am very interested in integrated circuits and believe that I could contribute to the efforts of the team. I would appreciate the opportunity to discuss my qualifications and your summer employment opportunities in more detail. My contact information is 502-268-1111 or eandrew1@georgetowncollege.edu; I look forward to hearing from you.

Thank you.

Sincerely,

Ender C. Einstein