

2013/2014 Cover Letter & Resume Initiative

'BHS CTE Works for Students'

Cover Letters:

- 1st Paragraph- Introduce yourself, give reader background information, who you heard the position from, show your interest in the position
- 2nd Paragraph- Transition with more background information, and start talking about why you are the best candidate for that position... what skills/talents/experience do you have that make you better than the other candidates
- 3rd Paragraph- Continue explaining why you are the best candidate and lead that into a request for an interview, being very courteous, state you will follow up with a phone call, direct them to your attached resume, and give them all the possible contact information

Resumes:

- Objective- Your objective is a vision statement... it is “what you want to do”... it should sound like you are completing a life goal through that potential position
- Education- will be limited to Brighton High School for most students, any type of extra curricular items should be included, articulation agreements should be listed and any direct credit programs
- Work Experience- will be limited for most people, try to keep all of your experiences related to the position you are applying for, but include all work experiences if they were “successful experiences”
- References- include all prior employers, family friends, teachers... someone who can attest to your level of trustworthiness and integrity, responsibility, etc...

2905 Greystone LN.
Apt. 6
Mt. Pleasant, MI
48858

Phone 989-222-2222
E - m a i l :
stevieknicks@cmich.edu

“Sample”

Stevie Knicks

Objective

- I want to utilize my technical skills and competencies to successfully work as an electrical engineer at Rockwell Automation and provide exemplary service to a renown engineering firm.

Education

- **Grand Valley State University**
- **Lansing Community College**
Associates Degree in Electrical Engineering Technology
3.4 GPA
- **Brighton High School**

Completed NATEF Electricity and Electrical Systems

Completed NATEF Suspension & Steering

Graduated with 3.1 GPA, June 2010

Work Experience

- Successfully completed live work for community customer base at the Brighton High School Automotive Technology Lab
- Worked at Horsepower Farms bailing hay and milking cows
- Completed apprenticeship with millwright at General Dynamics

Additional Experience

- Volunteered for Little League baseball umpiring
- Completed an intense Independent Research Project in casting technologies
- Worked for architecture firm completing retro-drawings with Auto-CAD
- Have completed many personal automotive endeavors

Professional Development

- Red Cross First Aid, CPR and AED Certified, expires February 2011

Honors

- Robotics and Engineering Department Honors
- Member of the Society of Mechanical Engineers

Involvements

- Member of the Central Michigan University Industrial Education and Technology Club
- Member of MITES (Michigan Industrial and Technology Education Society), submitted milling project 03/2011

Contact Information

Cellular Phone: 989-222-2222

E-mail Address: stevieknicks@cmich.edu

Other Contact : 989-222-2222 (Roommate Phone)

Address : 2905 Greystone LN. #6

Mt. Pleasant, MI 48858

Stevie Knicks,
2905 Greystone Ln,
Mt. Pleasant, MI, 48858
(989) 222-2222.

Date: 1st October, 2009.

Mr. John Smith,
Space Systems Company,
257, Park Avenue South,
New York, NY 12345-6789.

Dear Mr. Smith,

I am writing in response to your advertisement for a mechanical engineer which is appeared in the Times news on Sunday. As a motivated and ambitious 30 year old engineer, I believe that your opening is an opportunity for me to take the next step in my career and a position that I feel I can build a life around.

As my enclosed resume reveals, I have the technical experience and educational background to succeed as your newest mechanical engineer. I have had eight years of experience for Gunner Inc., Redding, CA. I was responsible for designing and building mechanical devices including modules for Human Powered vehicles for annual races, and still walker bicycles. I am highly motivated, disciplined and resourceful. I interact productively with people.

I would appreciate having the opportunity to discuss with you in person how I might become an asset to your company. You can contact me at 888-888-8888 or email at randerson@gmail.com. I look forward to meeting you.

Sincerely,

Richard Anderson.

Enclosures:

