

Post Graduate Planning

Olin's resource for internships, summer research, jobs, graduate school and more...

Guide to Writing Resumes and Cover Letters

**Portions of this guide are adapted from the Stanford University Career
Development Center and from the
Massachusetts Institute of Technology Careers Office**

CONTENTS

Resume Writing	Page 3
Step 1 – Getting Started	p. 3
Step 2 – Presentation	p. 5
Step 3 – Resume Formats	p. 5
Step 4 – Content: Show Don't Tell	p. 7
Step 5 – Style	p. 9
Step 6 – Proofread and Reread	p. 9
Step 7 – Common Pitfalls	p. 9
Step 8 – Submitting Resumes	p. 10
FAQs	p. 11
Action Words and Qualifiers – Lists	p. 13
Sample Resumes	Page 16
Cover Letters	Page 19

CHAPTER 1 - RESUMES

A resume is a brief summary of your qualifications, education, and experiences relevant to your job or internship objective. **The purpose of the resume is to obtain an interview**, not to tell an employer every interesting thing about yourself. Employers may spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. Conduct enough research about the employer and the field to decide which messages are most important to your audience. Communicate these messages succinctly and clearly in a visually appealing format.

There are several resume formats and no single way to write a resume. Your resume will progress over your 4 years at Olin and beyond. You will likely receive a great deal of advice about resumes if you ask for it. Some opinions may conflict. Take heart, ***there is room for individuality in your resume within the context of some widely-accepted and widely-expected good/best practices***. Always keep in mind what you are trying to convey about yourself to an employer as you sort through feedback you receive. While in college, trust Post Graduate Planning and Resume Coaches to provide advice that has been most useful and successful for Olin students in the past. This advice will evolve as times change.

This Guide provides both overarching practices and specific suggestions or examples for each class level (first-year, sophomore, etc.)

STEP 1 - GETTING STARTED

Think of your resume as being divided into four main sections:

Section 1: *What's your name and how can employers contact you?* This is generally the **header** information in your resume

Section 2: *What do you know?* This includes information about your **Education** and **Skills**.

Section 3: *What have you done that is representative of work you were comfortable with and, if asked, could do again?* This is the section titled **Experience**. Think of it as the "show, don't tell" section of the resume. It includes:

- Olin course projects
- Relevant previous employment or volunteer work, including Olin employment, peer tutoring, Ninja, lab assistantship, etc.
- Research
- Any other experience that illustrates certain qualities an employer is looking for or types of work similar to what he/she may want you to do again.

Section 4: *What can an employer tell about you from the way you spend your time outside of class and work? What is your "value-added" to their organization? This section is often labeled **Leadership and Activities**.*

If this is one of the first times you've written a professional resume, make a list of information about yourself including:

- Pertinent coursework (Olin and possibly AP coursework from high school)
- Research Projects (Olin and high school if technical related)
- Paid and volunteer work
- Awards, clubs, leadership positions, and special skills

Next, ask yourself what abilities and skills you would bring to a position. Not sure what those are? Review internship and job descriptions (perhaps on EASE at <http://careers.olin.edu>) to see what employers are looking for. Make sure the position is targeted at a college student and not someone with significant work experience! **Make a list of your abilities and then provide specific examples for each (see below.)** You may not use all of the examples, but you might be pleasantly surprised at how many relevant skills you do have.

Don't have much in the way of technical skills yet? That's OK. Be sure to mine your Olin experience for skills and knowledge you have – from coursework, projects, clubs and co-curriculars – and **focus on your ability to learn how to learn, independence, initiative, teamwork experience, and leadership**, among others. In fact, even if you do have strong technical skills or knowledge, be sure to highlight these other skills. *They are the hallmark of an Olin student.*

STEP 2 - PRESENTATION

Here are some issues in presentation to consider:

- Do **not** use a Microsoft Word resume template. While attractive, they are difficult to edit in any substantial way. Start with a Word document and format as needed.
- Master the **right-justifying tab** on the Word ruler. It looks like a backward "L". Wherever you put this tab, text remains aligned with a right margin and moves left. This makes lining up dates, locations, and any other text very easy. No more counting out on the space bar.
- Use a laser printer
- Use a conservative or simple font, such as Arial, Helvetica, or Times New Roman.
- Font size should be **10, 11, or 12 points** – NO SMALLER!
- Use 8 ½" X 11" paper, printed on 1 side only.

- Use high quality paper. If printed on plain computer paper, copy onto good quality paper.
- Use conservative color paper: white, buff, light grey.

STEP 3 - RESUME FORMATS: CHRONOLOGICAL, FUNCTIONAL/SKILLS, COMBINATION

Here are some issues in format to consider:

- Most college students should stick to a **1 page resume**; use 2 or more pages if you have:
 - several internships or in-depth research experience or
 - extensive work experience
- Make the page graphically pleasing: leave sufficient white space.
- Put your name, address, and phone number at the top of each page.
- Choose topic headings that invite your readers' interest, e.g. 'Experience', 'Skills', 'Leadership and Activities', 'Honors' rather than 'Employment' or 'Other'.
- Select a format that suits your qualifications. Do not automatically follow someone else's format, since it may not suit what you have to say. See Formats described below.
- Avoid underline and a variety of font sizes. They are distracting. Use bullets to emphasize your credentials.
- Use bold face sparingly for headings and employer information.
- The format you choose should present your strengths clearly.

Chronological Format

This format is most familiar to employers and most commonly used by Olin students.

- This style of resume presents your experience and education in a reverse chronological sequence, starting with the most recent.
- Date, job title, organization's name, location and description of your activities are listed as part of the Experience section.
- This format is simple, straightforward, and especially well received by many engineering organizations for internship applications. See sample chronological resumes, pages 16 and 17.

Functional/Skills Format

This format focuses on areas of skill and can be effective in conveying your strengths to an employer, although many employers are not as familiar with this format as with the chronological or combination format.

- This style of resume draws attention to accomplishments and highlights your skills by function rather than your work experience and is more commonly used by people with very little formal work experience or who are returning to the workplace after being away or otherwise involved.
- This is the least appropriate resume for Olin students, because although you may not have much formal work experience, the experience of being at Olin will provide many opportunities to showcase your skills and accomplishments.

Combination Format

This format is appropriate when you have relevant experience for each of several skill areas you have identified (e.g. Project Management, Entrepreneurship, Design) and combines both the chronological and functional formats.

- This style allows you to group your experiences or key selling points together by functional areas, and then list those experiences in reverse chronological order within each section.
- It is also a familiar format to employers.
- This can be an effective format for Olin students because it allows them to highlight skills and competencies that overarch their Olin experience, e.g. teamwork, project management, analytical and quantitative skills, etc., as well as focus on specific experience. See sample combination resume, page 18.

Step 4 – Content

Best practices include:

- Include marketable and/or relevant data only; for example, include classes that have been most important in your education and are most relevant to the type of work you seek; do not provide an exhaustive list of courses.
- Highlight skills, accomplishments, capabilities, and work experience. Give evidence of your personal impact: show not only that you completed a task but that you contributed to organizational goals. Include results with each project.
- **Quantify.** Cite numbers to convey size and/or scale of project, budget, and staff supervised.
- Give examples that demonstrate desirable personality traits such as leadership, interpersonal facility, teamwork, and initiative.
- Minimize personal information and omit unrelated memberships, age, marital and health status, and information that is repetitive, implicit (e.g. high school graduation for a college

graduate), or out-of-date. ***If you are a U.S. citizen or hold a permanent resident visa, include this if employers might have reason to think otherwise.***

- **Exclude** data relevant to salary expectations, religious or political affiliations, and geographic descriptions.
- Omit References. Employers assume “references are available upon request” so leave this phrase off.

Use Keywords

Many companies, especially organizations that receive thousands of resumes, will scan resumes or do keyword searches to identify candidates from their database. **Fill your resume with keywords**, identified through the job description itself, or from the industry in which the company works. If the company’s employment website provides a keyword search option, identify which keywords it uses and adjust your resume accordingly. Keep a log of keywords that apply to your occupation and industry.

Suggestions for Olin First Year Students and Sophomores

- Highlight technical and quantitative skills for a technical internship. Most organizations do not assume or expect this. Refer to course projects or “hands-on” assignments if you do not have much/any experience outside of your education.
- Emphasize self-motivation, ability to work independently, ability to work on teams and to learn on one’s own. Remember: Employers want to know that they will not have to do much hand-holding. This is a big selling point for Olin students.
- It is ok to include highlights from high school until your college accomplishments help fill out your resume.

Suggestions for Olin Juniors and Seniors

- Underscore depth of technical knowledge
- Emphasize skills that will be applicable on Day 1 of a job including:
 - Project management skills (SCOPE)
 - Business context
 - Substantial presentation / platform skills
 - Ability to work effectively as part of a team made up of people with diverse personal/professional backgrounds

For all Olin students

- Translate technical knowledge and skills into valuable qualities for any position – Olin graduates can do many things
- Pull out communication and management skills. Draw on design curriculum, and especially user-centered design, which focuses on interaction with customer/clients
- Consider highlighting AHS, entrepreneurship, Passionate Pursuits, etc.

Guidelines for Olin Terms and Information

- Only use Olin’s official names: **Franklin W. Olin College of Engineering** *or* **Olin College**
- Use Olin’s official degree names, e.g.
 - Bachelor of Science in Engineering
 - Bachelor of Science in Electrical and Computer Engineering
 - Bachelor of Science in Mechanical Engineering
- If you stipulate a **concentration**, use the official name, e.g. Bachelor of Science in Engineering, concentration in:
 - Systems Design
 - Bioengineering
 - Materials Science
 - Computing
 - Self-designed concentrations should be named (Spell these out, we know what these are but others will not!)
- SCOPE – Senior Consulting Project in Engineering
- AHS – Arts, Humanities, Social Science (Capstone) – name
- Entrepreneurship (Capstone) – name
- Olin Self Study – name
- UOCD - User Oriented Collaborative Design

STEP 5 - STYLE

Following are issues of style to think about:

- Do not use first person “I” or pronouns anywhere in the resume.
- Use action words and strong adjectives (See page of “Action Words and Qualifiers”)
- Avoid repeating words or phrases
- Since most bullet statements are phrases, omit periods at the end
- Leave out unnecessary words, sentences, and phrases such as “Duties included”, “Hired to”, “Project involved”.
- Many articles “a” or “the” can be deleted.

- Avoid stilted or confusing language. **Ask yourself, “Would I talk like that?”** In fact, try sentences out loud before committing them to paper.
- **Be consistent** and use the same grammatical style throughout
- Avoid self-flattering terms such as “highly skilled”, “outstanding”, or “excellent.” Describe your accomplishments effectively and let readers decide for themselves that you are well-qualified.
- **Be honest and accurate, but not overly modest.**
- Convey through the style and content of your resume an understanding of your audience’s needs, priorities, hiring criteria, and vocabulary.

STEP 6 – PROOFREAD AND REREAD

- Plan on writing at least 3 drafts of your resume.
- Proofread to eliminate all spelling, punctuation, and grammatical errors.
- Ask a Resume Coach, friend, or someone unfamiliar with your background to review your resume for clarity and effectiveness before it’s ready to be used.
- Tailor your resume to the specific qualifications of the job for which you are applying and/or to the specific employer.
- Be sure you’ve included cell#, dates of graduation, major, GPA, etc.

STEP 7 - COMMON PITFALLS

- ***Obviously generic.*** If you’re looking at different types of jobs, you may want to modify each resume according to the job description. The employer needs to feel that you are interested in that particular position with that particular company
- ***Over designed.*** Use good quality paper, but avoid exotic types, colored paper, photographs, binders, and graphics that may not easily transfer to an employer’s resume database.
- ***Too static. Begin every statement with an action word.*** Use active verbs to describe what you’ve accomplished in past experiences. Take advantage of your rich vocabulary and avoid repeating words, especially the first word in each section
- ***Too modest.*** The resume showcases your qualifications in competition with the other applicants. Put your best foot forward without misrepresentation, falsification, or arrogance

STEP 8 – SUBMITTING RESUMES

In most cases, a resume should be accompanied by a cover letter. The exception is when you are submitting a resume to a company’s on-line database and you are not provided the chance to. See page 20 for information on writing a cover letter.

Always try to get the name of a person to send a resume to. When submitting a resume and cover letter to that specific person by email, the body of your email should state the purpose of the attached documents and invite the reader to contact you with questions by email or phone. Sign the email with your full name.

ELECTRONICALLY

As an Attachment

Most students, particularly those seeking internships, will submit their resumes electronically.

When doing so, **attach your resume as a PDF** so that:

- It can be opened by anyone regardless of the software they use and
- The receiver cannot tamper with it or look at previous versions, etc.

Make sure that your name is in the name of all of the documents (resume, cover letter) you submit. For example, title your resume document "JSmith Resume" so that an employer can easily identify it.

Submitting a Plain Text Document

Some companies will ask you to submit your resume in Plain Text or to build your resume through the company's web-based software. This can be disappointing, maybe even annoying, to you if you've spent a good deal of time making your resume pleasing to look at. However, it is important to do because then your document becomes searchable in the database. You may want to create a resume template in plain text that is easily adaptable to specific positions so that you do not need to start from scratch each time.

PAPER RESUMES

It is rare for employers today to still be working with paper resumes. However, if a job posting requests that you send a hard copy of your resume to a postal mailbox, print the resume and cover letter (remember to sign it) on high quality resume paper, and mail them in a coordinating envelope. Do not staple the resume and cover letter together.

FAQS

Q: *What's the purpose of a resume?*

A: To get an interview. To that extent, your resume should be easy to scan, engaging, and give just enough information so that an employer wants to know more.

Q: *Can I include high school information in my resume?*

A: You may include high school information in your resume through your sophomore year. Make sure it is relevant and gauge whether it is as valuable as more current experience. By your junior and senior year you want employers to identify with you as a young professional rather than a young student, so leave your high school information off unless it is particularly outstanding, interesting or relevant.

Q: *Should I include my home address and phone number as well as my school address?*

A: Here are some reasons to include your home address: 1) If you are looking for a position in your home region, especially if it is outside of New England, showing that you're familiar with the area and have roots there builds credibility with a potential employer. 2) Your home location can provide a talking point or possible point of connection with an interviewer. 3) If you've traveled a distance to attend Olin College, employers may attribute characteristics of independence or courage to you. Including a home phone number may just confuse the caller, since you probably have your cell phone with you regardless of where you are. But, if you have good reasons you'd like to include the home phone, feel free to do so.

Q: *Why a minimum of 10 point font?*

A: It's likely that your resume will be reviewed at some point by someone with 35+ year-old eyes, and you want to make it easily readable for them.

Q: *Why do you recommend I indicate I'm a U.S. citizen if there may be a question about it?*

A: Some companies hire only U.S. citizens for reasons ranging from security issues to funding sources. If there is a doubt as to your citizenship, they may take the easiest route and ignore your application if they are unsure of your citizenship.

Q: *Should my Skills section go at the top of my resume under Education or at the bottom after Leadership and Activities?*

A: As a prospective intern you will want to frontload as many of your skills and qualifications as possible. In general, Olin students have more hands-on experience than most undergraduates at comparable grade levels. Make it easy for an employer to see that by placing the information at the top. By the time you're a senior you *may* want to move the Skills section to the bottom of the resume, because 1) your other experience may be more relevant or valuable and 2) some of the skills may be "assumed" by employers given your major and class

Q: *I'm not sure I like the heading "Leadership and Activities." Isn't that misleading if I haven't held an elected office or something similar?*

A: Think about it. It's pretty hard to leave Olin without some significant leadership experience, even if you haven't had an official title. You've started clubs, led initiatives; encouraged your course team to follow an idea you've had, or participated in a student committee that's influenced community policy. Think broadly about leadership and identify your contributions. If you still do not want to use that header, consider "Extracurricular Activities" or "Interests and Activities."

Q: *I want to apply to a company for a job, but I don't know who to send my resume to? How can I find out?*

A: There are a number of ways to identify a specific contact at a company:

1. Ask the Director of PGP (postgradplanning@olin.edu) if Olin has a contact at the company
2. Search the company website for the leadership team or department heads. This may be on a company webpage, or it may be in a document (report, proceeding, presentation) on the website
3. Call the Human Resources department at the company and ask. Politeness and appreciation are the keys to this
4. Network. Ask around the community, at conferences, or in social activities.

Q: Why would I want to include a Hobbies or Interests section on my resume? Why does an employer care about these?

A: This section helps to round out your story, and paints a picture of you as a person. In addition, one of the interests or hobbies listed might spark a conversation with an interviewer that could cause them to see you in a unique light, or that could create a connection between you both that helps you get the job.

ACTION WORDS AND QUALIFIERS

There are dozens of places to find lists of actions verbs on-line and in books. Here is a sample list from the Montana State University - Bozeman Career Services website.

Achievement-oriented Action Verbs

accelerated	delegate	inspire	redeemed
accommodated	deliver	install	reduce
accompanied	demonstrate	instruct	reference: regulate
accomplished	describe	insure	rehabilitate
achieved	design	integrate	related
acquainted	detailed	intensify	remodel
acquired	determine	interpret	removed
adapt	develop	interview	renewed
addressed	devise	introduced	reorganize
adjust	diagnose	invented	repair
administer	direct	inventory	replaced
advanced to	discharged	invest	replied
advise	disclosed	investigate	reported
advocate	discontinued	involved	represented
aid	discovered	issue	research
allocate	discussed	joined	resolve
alter	dispatch	justify	responded
analyze	dispense	keep	restore
answer	display	keynoted	restructure
appeared	disseminate	launched	retain
apply	distinguished	learned	retrained
appointed	distribute	lease	retrieved
appraise	diversified	lecture	revamped
approve	document	led	reversed
arrange	donated	licensed	review
assemble	doubled	listed	revised
assess	draft	locate	revitalized
assign	earned	log	satisfied
assist	economized	make	saved
assume	edit	maintain	scheduled
assure	educate	manage	schooled
attached	eliminated	manufacture	screened
attained	employ	market	secured
audit	emulate	mastered	select
augmented	enable	matched	serve
authored	enact	maximized	serviced
authorize	encourage	measure	set
automated	endorsed	mediate	shaped
awarded	engineered	merge	simplified
balance	enlarge	met	skilled
began	enlist	minimize	sold
boosted	ensure	modified	solidified
bought	enter	moderated	solve

briefed	entrusted	modernize	sort
brought	established	modified	sought
budget	estimate	monitor	sparked
built	evaluate	motivate	spearheaded
calculate	examine	moved	specified
canceled	exchanged	named	spoke
catalogue	execute	negotiate	sponsored
caused	exhibit	netted	stabilized
chaired	expanded	nominated	started
changed	expedited	notify	stimulated
clarified	experienced	observe	streamlined
classified	experimented	obtain	strengthened
cleared	explain	officiate	structured
closed	explore	opened	studied
coach	expressed	operate	submitted
collect	extend	ordered	substitute
combined	extract	organize	succeeded
command	fabricate	originated	suggest
commended	facilitate	outsold	summarize
commented	familiarize	overcame	supervise
communicate	fashion	overhauled	supplement
compared	file	oversee	supply
compile	filled	participate	surpassed
compose	finalize	perceived	survey
compute	finance	perfected	synthesize
computerized	focused	perform	systemized
conceived	forecast	persuaded	tabulate
conceptualized	formalize	piloted	tackled
concluded	formed	pioneered	targeted
condense	formulate	placed	taught
conduct	founded	plan	teach
confer	gather	played	terminated
conserve	generate	prepare	test
considered	governed	prescribe	toured
consign	grade	present	track
consolidate	graduated	preside	train
construct	granted	prioritize	translate
consult	grossed	process	transfer
contain	grouped	procure	transform
continued	guaranteed	produce	transmit
contract	guide	programmed	transport
contrived	halved	prohibited	traveled
control	handled	projected	treated
convert	headed (up)	promote	trim
conveyed	help	propose	turned
coordinate	honed	proved	uncovered
corrected	identify	provide	unified
correlate	illustrate	publicize	update
correspond	implement	purchase	upgrade
corroborated	improved	pursue	used
counsel	improvise	qualified	utilize
counted	incorporate	quantified	validate
create	increased	questioned	valued

credited
critique
curtailed
cut
dealt
decided
decreased
define

indexed
indoctrinated
induce
influenced
informed
initiate
innovate
inspect

ran
rank
rate
received
recommend
reconcile
record
recruit

verified
vetoed
visited
widened
won
work
wrote
wrought

Qualifiers

ably
actively
adeptly
advantageously
aggressively
ambitiously
appropriately
artfully
authoritatively
avidly
beneficially
capably
competently
conclusively
consistently

continually
continuously
conveniently
cooperatively
decisively
diligently
easily
effectively
effectually
efficiently
effortlessly
expertly
faultlessly
favorably
functionally

gainfully
handily
influentially
instructively
masterfully
meaningfully
notably
practically
principally
professionally
proficiently
profitably
progressively
rapidly
readily

relentlessly
resourcefully
responsibly
responsively
routinely
satisfactorily
securely
serviceably
significantly
skillfully
strategically
substantially
tactfully
uniformly
usefully

Josephine Kates**Campus**

MB000, 1000 Olin Way
Needham, MA 02492

josephine.kates@students.olin.edu

Permanent

25 Lakeside Drive
Natick, MA 01760

C: (781) 555-1212

EDUCATION**Franklin W. Olin College of Engineering – Needham, MA**

Candidate for Bachelor of Science in Engineering; GPA available in May 2010

May 2014

- Received 4-year, 50% Olin Scholarship
- *Coursework includes:* Physics – Mechanics. Physics – Electricity and Magnetism*, Differential Equations, Vector Calculus*, Engineering of Compartmental Systems, Engineering of Distributed Systems*, Introduction to Business and Entrepreneurship* AP Computer Science.
(*currently enrolled).

Natick High School – Natick, MA

Honors Diploma, Graduated 2/297, National Merit Finalist

June 2010

SKILLS

Computer: LaTeX, Microsoft Word, Excel, PowerPoint, Adobe Photoshop, SolidWorks, MatLab, Maple, PSpice
Machine Shop: Mill, lathe, drill press, band saws
Language: Conversant in French, Fluent in Spanish

EXPERIENCE**Olin College – Needham, MA*****Mechanical Design and Fabrication – Course Project***

Fall 2010

- Collaborated with users to manufacture soft tissue grips for use in an *Instron* machine during semester-long project
- Designed prototypes, machined basic components, managed discovery phase of project, and presented final report at end of semester to classmates, faculty and external guests

Physics E & M – Course Project

Fall 2010

- Designed and tested circuit to run electrical pulse simulator

University of North Texas – Denton, TX***Research Intern***

February – August 2010

- Investigated water on thin alumina films and cooperative effect; under direction of Dr. J. A. Smith, Professor of Chemistry

ACME Computer Consulting – Natick, MA

September 2007 – present

- Founded computer consulting business, serving individual and business clients, with annual gross revenues of \$10K; specialize in database development, systems set-up and data recovery

LEADERSHIP AND ACTIVITIES**N.O.T.E. (Needham Olin Technology Exchange)**

Fall 2010 – present

- Refurbish and distribute previously owned computers to qualifying Needham residents

Big Conversations Committee

Fall 2010

- One of two student members on school-wide committee that brought Kofi Annan, Secretary-General of the United Nations, to campus at a semi-annual college event

Volunteer

- Tutor 6th graders in math at Powell Elementary School, Needham, MA Fall 2010 – present
- Habitat for Humanity – participated in two home builds in the Metro Boston area Fall 2010– present
- Natick High School Class Officer – Treasurer September 2009 – May 2010

Benjamin Lao

Campus

MB000, 1000 Olin Way
Needham, MA 02492

Permanent

25 Lakeside Drive
Natick, MA 01760

benjamin.lao@students.olin.edu

C: (781) 555-1212

EDUCATION

Franklin W. Olin College of Engineering - Needham, MA GPA 3.4/4.0

Candidate, Bachelor of Science in Mechanical Engineering

May 2008

- Awarded four-year full tuition Olin Scholarship

Coursework includes: Applied Mathematical Methods, Principles of Material Science with lab, User Oriented Collaborative Design, Transport Phenomena (Fluids & Heat Transfer), Mechanics of Solids & Structures, Foundations of Business & Entrepreneurship, Dynamics, Issues in Leadership & Ethics.

University of Southern Denmark - Sønderborg, Denmark

Spring Semester 2007

- Studied IT Product Design courses at the graduate level: User Centered Design, User Centered Systems, Design Studies, Professional Roles

EXPERIENCE

Senior Consulting Project in Engineering (SCOPE), Olin College – Needham, MA

Apex Industries, \$50K corporate sponsor – Project Leader

September 2007 - present

- Coordinate activities of 5-person multidisciplinary engineering and business team including scheduling, presenting to Apex engineers, writing weekly progress reports, organizing design review, testing mechanical and electrical systems, and allocating resources
- Developing fully-automated assembly line within parameters of low energy use and increasing speed by 35%; project subject to NDA

Raytheon Company, Integrated Defense Systems – Tewksbury, MA

Systems Engineering Intern, Integrated Defense Systems Headquarter

Summer 2007

- Developed scenarios with Extended Air Defense Simulation for Modeling & Simulation of SLAMRAAM (Surfaced Launched Advanced Medium Range Air-to-Air Missile)

Systems Engineering Intern, Missile Defense Center

Summer 2006

- Worked on Sea-Based X-Band Radar program, generated much-needed reference manual for simulation tool
- Compared Database of Program Identification Descriptions to requirements to satisfy a government request

Life Sciences Consulting, AON Corporation - Wellesley, MA

Office Intern

February – December 2005

- Assisted in planning and preparation for national pharmaceutical industry conferences; generated documents

LEADERSHIP AND ACTIVITIES

- *In Decent Exposure*, Literary Editor (Olin College literary magazine), 2005-2007
- Olin College Honor Board: Vice Chair and Student Government Executive Board Liaison, 2005-2006
- Golfing, kayaking, skiing

SKILLS

- **Machine Shop:** Drill press, horizontal and vertical band saws, mill, sander, lathe, taps and various hand tools
- **Lab:** Optical and scanning electron microscopes; rolling and annealing metal; tension, impact, hardness testing
- **Computer:** Word, PowerPoint, Excel; SolidWorks; MatLab; 3D Home Inspection Software; Quicken

Elizabeth Hannigan**Campus**

MB000, 1000 Olin Way
 Needham, MA 02492
liz.hannigan@students.olin.edu C: (781) 555-1212

Permanent

25 Lakeside Drive
 Natick, MA 01760

EDUCATION**Franklin W. Olin College of Engineering**, Needham, MA

Candidate, Bachelor of Science in Electrical and Computer Engineering; GPA 3.7 / 4.0
 Recipient of four-year full-tuition Olin Scholarship

May 2009

University of Singapore, Singapore

Fall Semester 2007

IT Product Design graduate-level courses: User Centered Design, User Centered Systems, Design Studies,
 Professional Roles

SUMMARY OF QUALIFICATIONS

- In-depth analytical and quantitative skills
- Knowledgeable in systems design, programming and data management
- Leadership experience founding and managing campus organizations

ANALYTICAL & QUANTITATIVE**Research Assistant**, Electrical Engineering, California Institute of Technology - Pasadena, CA Summer 2007

- Investigated wireless network technologies, such as wireless modems, Bluetooth technologies and IEEE's 802.11b. Member of the Architecture and Arithmetic Group with Professor Bernard Maher as mentor.

Research Assistant, Electrical Engineering, Olin College - Needham, MA

Summer 2006

- Designed Hydra, a single-chip multiprocessor. Designed interface that allowed Hydra to be tested on FPGA that consisted of two components, a graphical user interface and the hardware implementation in Verilog

SYSTEMS DESIGN, PROGRAMMING AND DATA MANAGEMENT**Systems Engineering Intern**, Raytheon Company, Integrated Defense Systems - Tewksbury, MA Summer 2006

- Developed scenarios with Extended Air Defense Simulation for Modeling & Simulation of SLAMRAAM (Surfaced Launched Advanced Medium Range Air-to-Air Missile)
- Worked on Sea-Based X-Band Radar program, generated much needed reference manual for simulation tool. Compared Database of Program Identification Descriptions to requirements to satisfy a government request

Office Intern, Life Sciences Consulting, AON Corporation, Wellesley, MA

February – December 2005

- Planned and prepared for national pharmaceutical industry conferences

LEADERSHIP**Chair**, Olin College Honor Board, Olin College, Needham, MA

September 2004 – present

- Led effort to create Olin College's founding Honor Code. Consulted with administration, staff, and students; benchmarked with other colleges.

President, Black Students in Engineering (BSE), Olin College, Needham, MA

September 2004 – present

- Promoted membership, originated speakers' series. Founded and managed community outreach program

LANGUAGE SKILLS

Fluent in Russian, conversational in Portuguese and Danish

CHAPTER 2 - COVER LETTERS

You will have to write a number of letters to employers while looking for a job or internship. One type of letter is the cover letter, which you send with your resume when you are requesting a job interview.

- Always try to write to a specific individual and include his or her job title. It is OK to call a company to request the information, although you may find less receptivity or knowledge at a large company. Avoid using the generic "Dear Sir or Madam"
- **Post Graduate Planning knows contacts at many companies you may be interested in applying to**; feel free to contact the Director (postgradplanning@olin.edu) to learn whether we have one for you
- State clearly in your opening sentence the purpose for the letter. Then use the rest of the letter to support your candidacy
- **Tailor each cover letter** for the company to which you are writing. Research the organization to help determine your approach. Check the company's website and other resources on the Internet
- If you are seeking a position that is a departure from or an unexpected application of your academic training; for example, if you are an electrical engineer who wants to use his/her quantitative skills in a finance or consulting position - be explicit about why you are interested in that particular field, organization or job, and what value you bring. Do not leave the reader wondering "Why is an electrical engineer writing to me, the personnel manager at McKinsey?"
- If you are applying for a summer job and do not yet have any experience that is directly related to the position, focus on letting the employer know the experience you do have that will be valuable to them
- Ask someone else to check your grammar, spelling, and style. It is easy, when proofreading your own writing, to overlook careless mistakes

Suggested Format for Cover Letter

John Doore • MB 264 • Olin Way • Needham, MA 02492

October 1, 2007

Ms. Jane Smith
College Relations Coordinator
Manufacturing Company, Inc.
36 Worcester Avenue
Northboro, MA 01895

Dear Ms. Smith:

First Paragraph – Why are you writing?

- Introduce yourself by stating your degree program and the year in which you will graduate.
- State the purpose of the letter, i.e. "I am applying for the XYZ internship position."
- Tell how you heard of the opening or organization (e.g., job notices in Post Graduate Planning or ad on Monster.com.)

Second Paragraph – How can you be of value to company?

- **Illustrate 2-3 qualifications** you think would be of greatest interest and use to the employer
- Tell why you are particularly interested in the company, type of work or location. In other words, what is the fit
- If you have related experience, or specialized training, point it out
- Refer the reader to the enclosed resume, which will give addition information concerning your background and interests

Third Paragraph – Make the Ask, Propose Action

- Close by restating your interest and enthusiasm in the position and ask for an interview
- **Indicate a date by which you will follow-up by phone or email.** The follow-up can be as simple as asking whether the recipient has a chance to review your resume or as proactive as asking if you can meet with him or her
- End with something like: "In the meantime, if you wish to contact me, please feel free to do so at john.doore@students.olin.edu or 781-449-7890. I look forward to speaking with you."

Sincerely,

John C. Doore