

Instructor comment: This student shows an admirably mature understanding of the purpose, style, and structure of an effective cover letter and resume. His focus is on the reader, not himself. Try to emulate this document in preparing your own Assignment 3 submission.

[student name withheld]
ENC 3250 – Mr. Roberts
Assignment 3 – 07 March 2011

JOB ANNOUNCEMENT – [student name withheld]

Engineering Technician

SELEX Galileo Inc. is one of the worlds leading defense electronics businesses and is part of the Finmeccanica group of companies. SELEX Galileo Inc. provides world class products and capabilities for electronic warfare, battlefield surveillance, communications, tracking, targeting, navigation and control, situational awareness systems and imaging systems for land, sea, air and space platforms and applications.

SELEX Galileo Inc. comprises more than 90 talented individuals through out the United States. Our workforce is at the leading edge of technology and we remain committed to their continued growth and development. We recognize that one of our greatest assets is our people. Our employees represent rich diversity of ideas, experiences and cultures. We draw from our source of talent to continue our expansion and realize our enterprise potential as we forge a great Company.

SELEX Galileo Inc. is currently seeking a qualified Engineering Technician located out of our Warner Robins, Georgia facility.

Description

To apply standard practices and techniques in electronic, mechanical and other technical disciplines in providing support for ongoing manufacturing, engineering and related technical projects and programs.

Position Requirements

Excellent communications skills, systems troubleshooting, fault isolation/diagnosis and the ability to read, comprehend and follow technical data, including drawings, schematics, blue prints etc.

- Extensive electronic/electro-optic (EO)/Radar avionics systems experience.

Education

Bachelor's Degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience preferred.

Desired Skills

- Laser experience a plus.
- Soldering experience preferred

**Source: <http://jobview.monster.com/Engineering-Technician>
SELEX Galileo Inc., Reference Code: 130113**

[Student Name Withheld]
1234 Streetname · Sarasota, Florida 34232
(941) 555-1111 · student_name@hotmail.com

March 7, 2011

Human Resources Manager
SELEX Galileo Inc.
c/o Monster.com
Online Application

Reference: SELEX Galileo Inc., Reference Code: 130113 (www.monster.com)

Dear Human Resources Manager:

The opening for the position of Engineering Technician fits my qualifications very well. I offer the skills and abilities you seek for this position. After completing my University of South Florida B.A in business management, I would like to continue my career in a position similar to the one described in your announcement.

I am very well suited for your Engineering Technician position because I offer the following:

- **Excellent communications skills, systems troubleshooting, fault isolation/diagnosis:** have communicated with outside entities, engineers, as well as single clients on a daily basis, continuously diagnose and repair equipment in a field environment with little or no preliminary information
- **Ability to read, comprehend and follow technical data, including drawings, schematics, blue prints etc:** read schematics and technical drawings several times a day, have submitted over a dozen technical data instructions for equipment that previously had no instructions
- **Extensive electronic/electro-optic (EO)/Radar avionics systems experience:** have nine years experience in vast array of military communications equipment in both ground and avionics systems
- **Soldering experience preferred:** 15 years of soldering experience in both military and civilian industries including micro-miniature soldering

Please call me at (941) 555-1111 or email me at student_name@hotmail.com. I look forward to meeting with you for an interview at a mutually convenient time.

Sincerely Yours,

[Student Name Withheld]

Enclosure: Professional Resume

[Student Name Withheld]

1234 Streetname · Sarasota, Florida 34232
(941) 555-1111 · student_name@hotmail.com

RELEVANT WORK EXPERIENCE

October 2004 to Present, Nielsen Media Research, Oldsmar, FL

Field Representative

Gained valuable experience in diversity, customer service, time management, problem-solving and meeting deadlines.

- Maintained an average of 60 sample households
- Continuously averaged in the top 5 percent nationally in daily performance of sample homes
- Seamlessly transitioned from several different management groups throughout the growth of the company
- Utilized all aspects of Microsoft Office during daily activities
- Recognized six times as Field Representative of the Month and once as National Field Representative of the Quarter

December 1994 to December 2003, United States Marine Corps

Communications Chief / Staff Sergeant

Acquired leadership skills throughout nine years of serving in the military in peacetime and in combat operations.

- Lead a communications platoon consisting of 24 Marines in combat operations during Operation Iraqi Freedom
- Received achievement medal for duties performed during combat operations
- Accounted for and maintained over 1,000 pieces of equipment valued at over 3 million dollars
- Awarded Staff Non-commissioned Officer of the Quarter, October 2002
- Held a Department of Defense Top-Secret security clearance

EDUCATION

June 2009 to Present, University of South Florida, Tampa, FL

Bachelor of Arts: Business Management, GPA: 3.45

- Effectively managed course work while maintaining full-time career and being a single parent
- Volunteered for several on-campus veteran-oriented charity events

December 2008, Saint Petersburg College, Tarpon Springs, FL

Associate of Arts: Business, GPA: 3.2

- Began enrollment while currently on active duty and completed degree after tour of duty
- Received high marks from business professors for thoroughness and professionalism

PERSONAL ACTIVITIES

- Active member of Marine Corps League, New Port Richey detachment
- Avid fisherman
- Volunteer for Marine Corps Toys for Tots annual drive