

1523 River Lane
Worthville OH 43804
April 6, 2011

Mr Willard Yancy
Director
Automotive Systems
XYZ Motor Company
Product Development Division
Charlotte NC 28202

Dear Mr. Yancy:

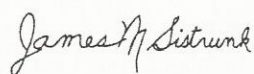
Recently I have been researching the leading national companies in automotive computer systems. Your position announcement in the April 6 *National Business Employment Weekly* caught my eye because of XYZ's innovations in computer-controlled safety systems. I would like to apply for the automotive computer engineer opening.

Your advertisement notes that experience in computer systems for machinery or robotic systems would be a plus. I have had extensive experience in the military with computer systems, ranging from a digital communications computer to an air traffic control training simulator. In addition, my college experience includes courses in computer engineering that have broadened my experience. I am eager to apply what I have learned to your company.

My mechanical knowledge was gained from growing up on my family's dairy farm. After watching and learning from my father, I learned to repair internal combustion engines, diesel engines, and hydraulic systems. Then for five years I managed the entire dairy operation.

With my training and hands-on experience, I believe I can contribute to your company. Please contact me at 614/555-2731 if you wish to arrange an interview.

Sincerely,



James M. Sistrunk

Enclosure: Resume

JAMES M SISTRUNK

1523 River Lane
Worthville OH 43804
(614) 555-2731

EMAIL

jmsistrunk@tmail.com

OBJECTIVE

To contribute to the research, design, and development of automotive computer control systems

EDUCATION

Bachelor of Science in Computer Engineering
Northern College of Technology
Shipley
PA June 2011
3.5 GPA (out of 4.0 scale)

Computer Repair Technician Certification Training
U.S. Air Force Technical Training Center
Keesler Air Force Base
Biloxi
MS 2002-2003

SKILLS AND EXPERIENCE

Leadership

- * Supervised processing and orientation for new students from basic training
- * Responsible for dairy operations on 500-acre farm Computers and software
- * Expert in C++ and Object Oriented Languages
- * Three years experience in diagnostics and troubleshooting of mainframe computer systems

Languages

- * Fluent in German

ACTIVITIES AND HONORS

Association of Computing Machinery (ACM)
Dean's List
8 quarters
Award of an Air Force Specialty Code "5" skill level
Coached middle school teams in U.S. RobotOlympics

EMPLOYMENT HISTORY

2002-2007 Computer Repair Technician U.S. Air Force
1997-2002 Assistant Manager Spring Farm Wootan
Ohio

REFERENCES

Available on request

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 MS

Major Courses:

Semiconductor Circuits & Devices	Artificial Machine Intelligence
Robotic Systems	Communication Control Systems
Microprocessor Control	Microcomputer Applications
Microcomputer Systems	Digital Control Systems

Related Courses:

C++	Programming Languages
Business Communication	Engineering Economy
Industrial Psychology	Technical Communication
Other Skills:	Fluent in German

ACTIVITIES AND HONORS: Association of Computing Machinery (ACM)
 Coached middle school teams in U.S. RobotOlympics
 Dean's List
 8 quarters
 U.S. Air Force Secret Clearance
 Award of an Air Force Specialty Code "5" skill level

EMPLOYMENT:

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1997–2002	Assistant Manager Spring Farm Wootan Ohio

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Computer Repair Technician Certification Training, 2002–2003
U.S. Air Force Technical Training Center
Keesler Air Force Base
Biloxi
MS

Certifications and Awards:

Dean's List
8 quarters
Computer Repair Technician Certification Training
U.S. Air Force Secret Clearance
Award of an Air Force Specialty Code "5" skill level

Skills and Experience:

<i>Management</i>	Responsible for dairy operations on 500-acre farm
<i>Training</i>	Supervised processing and orientation for new students from basic training
<i>Computers and software</i>	Expert in C++ and Object Oriented Languages Three years experience in diagnostics and troubleshooting of mainframe computer systems
<i>Robotics</i>	Coached middle school teams in U.S. Robot-Olympics. Team placed Second in 2008.
<i>Mechanical skills</i>	Conducted preventative maintenance inspections
<i>Other skills</i>	Repaired sophisticated farm equipment Fluent in German

References:

Available upon request

■ **Figure 10-4** ■ Functional resume emphasizing skills and experience

>> Maintain Eye Contact While You Speak

Although you may want to look away occasionally, much of the time your eyes should remain fixed on the person interviewing you. If you are being interviewed by several people, make eye contact with all of them throughout the interview. You are never quite certain exactly who may be the decision maker in your case.

>> Be Specific in the Body of the Interview

In every question, find the opportunity to say something specific about you and your background. For example, rather than simply stating that your degree program in computer science prepared you for the open position, cite three specific courses and summarize their relevance to the job.

>> Do Not Hesitate

A job interview is no time to hesitate, unless you are convinced the job is not for you. The question is this: Do you want the job or not? If you do, then accept the requirements of the position and show excitement about the possibilities. You can always turn down the job if you receive an offer and decide later that some restrictions, like travel, are too demanding.

>> Reinforce Main Points

Orchestrate the end of the interview so that you have the chance to summarize your interest in the position and your qualifications. Here is your chance to follow through on the “Tell ’em what you told ’em” part of the Preacher’s Maxim.

Follow-Up Letters

Follow every personal contact with a letter or e-mail to the person with whom you spoke. Send it within 24 hours so that it immediately reinforces the person’s recollection of you. This simple strategy gives you a powerful tool for showing interest in a job. Follow-up letters abide by the same basic letter pattern discussed in Chapter 4.

- Write no more than one page.
- Use a short first paragraph to express appreciation for the interview.
- Use the middle paragraph(s) to (a) reinforce a few reasons why you would be the right choice for the position or (b) express interest in something specific about the organization.
- Use a short last paragraph to restate your interest in the job and to provide a hopeful closing.



Career Letter 7 is an example of a thank you note that is sent after an interview.

See Chapter 4 for the various formats appropriate for all types of business letters.

When your audience might appreciate a less formal response, consider writing your interviewer a personal note instead of a typed letter. This sort of note is most appropriate when you plan a short message.