

GW SEAS Career Cover Letter & Resume Sample

School of Engineering
& Applied Science

THE GEORGE WASHINGTON UNIVERSITY

ENGINEER *Better*

CAREER SERVICES

Cover Letter Sample

COVER LETTER TIPS FROM THE GW CENTER FOR CAREER SERVICES

A cover letter is the primary way to provide an introduction to a potential contact or employer. Your cover letter should:

- Communicate your accomplishments, skills, and experience.
- Convey your writing style and thought processes.
- Capture the attention of your reader and compel them to continue reading.

Every time you write a cover letter you should:

- Identify and customize the letter for a specific position or purpose.
- Know your audience by thoroughly researching the organization and industry.
- Express yourself with confidence.
- Display enthusiasm for the employer, work and position.
- Avoid opening the letter with "To Whom It May Concern." Address the person who is hiring for the position if possible or use "Dear Sir or Madam" or "Dear Hiring Committee."

Cover Letter Format

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Individual's Name

Title

Organization's Name

Address

City, Stat, Zip Code

Dear Mr./Ms./Dr. Last Name:

[1st paragraph]

[2nd paragraph]

[3rd paragraph]

Sincerely,

Signature Name

Typed

Example 1: Cover Letter

John Doe

800 22nd St. NW · Washington, DC 20052 · enter phone number · johndoe@gwu.edu

August 9, 2017 (insert date)

The George Washington University (insert company address)
School of Engineering and Applied Sciences
Science and Engineering Hall
800 22nd Street, NW
Washington, DC 20052

Dear Hiring Manager:

I am pleased to submit my application for the [name of the position] at [name of company]. I am seeking this position because [explain why this position interests you and why you are the best fit].

[Explain how your past experiences lend themselves well to the position you are now applying for. Tell the employer of your past successes and why these successes will now enable you to make an immediate contribution in the new position. Illustrate your passion for your work in this paragraph].

[Enclosed is my resume for your review. I would appreciate the opportunity to interview for this position and to discuss further the internship and my qualifications. Thank you for your consideration and I look forward to hearing from you].

Sincerely,

Name [if you have the ability to digitally sign]

Name [typed out]

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Resume Sample

Resume Format

CONTACT INFORMATION

- Full name
- Phone number
- Email address
- Physical address
- If your school address is temporary and you are searching for jobs outside of the area in which you currently live, consider using both a local and permanent address

Example

John Doe

725 23rd Street NW, Washington, DC 20052

Phone: (555) 555-5555 · E-Mail: johndoe@gwu.edu

Or

John Doe

725 23rd Street NW · Washington, DC · 20052 · (555) 555-5555 · johndoe@gwu.edu

OBJECTIVE

- This section is **optional**. If you choose to include an objective, you want to include objectives that match the description and goals of the position you are applying for and are consistent with the specific area of interest you are interested in pursuing while working for the designated company or employer.
- *Example*
Summer internship position in the field of Computer Science, specifically software engineering...

EDUCATION

- Include the name and location (city, state) of the most recent institution you attended (typically this will be the name of your undergraduate institution, or graduate institution if you are working on a Masters or Ph.D.).
- Include degree received or the degree you will be acquiring upon graduation (written out, not abbreviated), major and graduation date (month, year).
- Include study abroad or summer institutes
- Also, consider including your Area of Focus or Concentration, GPA (this is optional), and whether or not you received any type of scholarships for, or as a result of your studies.

- *Example*

The George Washington University, Washington, DC

Aug. 2017 – May 2018

- Master of Science, Computer Science
- Concentration: Database & Information Retrieval Systems
- GPA: 4.0

The George Washington University, Washington, DC

- Bachelor of Science, Computer Software
- GPA: 4.0
- Awarded University Merit Scholarship (Top 5% of class)

EXPERIENCE/WORK EXPERIENCE/RELEVANT EXPERIENCE & EMPLOYMENT

- Include the name of the company/employer/organization
- Include your position title
- Include the location (city, state) of employer
- Include the dates you were employed
- Include 3-4 bullet points highlighting your accomplishments
- Short and concise phrases or sentences that describe the responsibilities, skills, and accomplishments completed (or results you achieved) during past or current work. Explain how you were able to make a contribution to the company and quantify results if possible (example: “managed a budget of \$25,000).
- Avoid pronouns such as “I.”
- Use action verbs (see attached list below) at the beginning of each bullet point to help illustrate your skills (example: “Managed,” “Developed,” “Led”)
- *Example*

XYZ Company, Inc., Washington, DC

May 2014 - Aug. 2014

Assistant Manager, Computer Science Department

- Designed software using Java and Eclipse to develop a cellular application to allow customers to take notes on their cell phone.
- Developed software code to analyze specific word frequency used by cellular customer, which improved accuracy of suggested word use in application by 20%.

PROJECTS/RESEARCH

- Consider adding ‘Projects’ or ‘Research’ as a section to your resume, or add projects you completed to your ‘Experience’ section. Employers value the ability for employees to work on team projects. Illustrating past projects you’ve worked on demonstrates your ability to work well with others.

- *Example*

Satellite Design Project Team

- Designed and built micro-satellite prototype for NASA
- Responsible for hardware and software selection and integration for satellite model.
- Analyzed testing of prototype model which projected a 15% increase in satellite efficiency if micro-satellite prototype is used

TECHNICAL & LANGUAGE SKILLS

- Opportunity to illustrate any technical or language skills you have acquired to date
- *Example*
Programming: Java, SQL, MathML, Mathematica, C/C++
Applications: Dreamweaver, Adobe Photoshop, Illustrator, Oracle, Microsoft Office
Operating Systems: Linux, Windows
Languages: Fluent in Chinese, Proficient in Spanish

LEADERSHIP & COMMUNITY INVOLVEMENT

- This section allows you to highlight your interests and illustrate how you are a dynamic person. You may include volunteer positions or leadership positions you’ve held or contributed to in the community.
- You may list your experiences out or describe the position in more detail depending on how important the opportunity was to you or how important the skills are with regards to the position you are applying for.

- *Example*

Swim DC

Swimming Coach

- Taught swimming lessons to children with disabilities

DC Animal Shelter

Volunteer

- Walk, wash, and care for dogs every Saturday at the DC Animal Shelter

AWARDS AND AFFILIATIONS

- Opportunity to list any awards you have received and professional organizations you are or have been a part of in the past.
- List of award and/or organization and date you received award and/or were an active member of the organization(s).
- *Example*
 - Merit Scholar Award Winner, (Top 10% of class), 2012, 2013, 2014
 - American Society of Mechanical Engineers, Washington, DC Chapter, 2014 - Present

RESUME TIPS

Top 5 Skills Employers Want in a Candidate:

- Communication Skills
- Interpersonal Skills
- Strong Work Ethic
- Integrity
- Teamwork

List of Action Verbs to Describe Technical Skills:

(*For a complete list, please visit the GW SEAS Career Office*).

Adapted	Applied	Assembled	Built
Calculated	Compared	Computed	Conserved
Constructed	Converted	Debugged	Designed
Determined	Developed	Engineered	Fabricated
Fortified	Facilitated	Maintained	Operated
Overhauled	Printed	Programmed	Rectified
Regulated	Remodeled	Repaired	Replaced
Restored	Solved	Specialized	Standardized
Studied	Upgraded	Utilized	Installed

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ADDITIONAL RESUME TIPS & HINTS FROM THE GW CENTER FOR CAREER SERVICES

Other Sections to Consider

- Skills (computer, technical)
- Presentations

- Publications
- Languages
- Professional affiliations
- Professional and educational certifications
- Honors
- International experience
- Extracurricular activities

Resume Mistakes to Avoid

- “References Available Upon Request”
- Unorganized and inconsistent material
- Lack of focus
- Typos and grammatical errors
- Information that is too personal
- Information that stretches or inflates the truth
- “Laundry list” of every single job (if you have extensive experience)
- Elaborate design, embellishments or images
- Too long or too short

John Doe Resume Example

725 23rd Street NW, Washington, DC 20052

Phone: (555) 555-5555, E-Mail: johndoe@gwu.edu, LinkedIn: www.linkedin.com/JohnDoe

EDUCATION

The George Washington University, Washington, DC

May 2015

- Master of Science in Computer Science, GPS: 4.0
- Relevant Coursework [or] Concentration: Database & Information Retrieval Systems

The George Washington University, Washington, DC

May 2013

- Bachelor of Science in Systems Engineering, Minor: Finance, GPA: 4.0
- Awarded University Merit Scholarship (Top 5% of class)

TECHNICAL & LANGUAGE SKILLS

Programming: Java, SQL MathML, Mathematica, C/C++

Applications: Dreamweaver, Adobe Photoshop, Illustrator, Oracle, Microsoft Office

Operating Systems: Linux, Windows

Languages: Fluent in Chinese, Proficient in Spanish

WORK EXPERIENCE

XYZ Company, Inc., Washington, DC

May 2014 – Aug. 2014

Assistant Managers, Computer Science Department

- Designed software using Java and Eclipse to develop a cellular application to allow customers to take notes on their cell phone.
- Developed software code to analyze specific word frequency used by cellular customer, which improved accuracy of suggested word use in application by 20%.

Projects

- List name of project, list what your role was and what you accomplished working on this project.

RESEARCH PROJECTS

The George Washington University, Washington, DC

Satellite Design Project Team

- Designed and built micro-satellite prototype for NASA.
- Responsible for hardware and software selection and integration for satellite model.
- Analyzed and tested prototype model which projected a 15% increase in satellite efficiency if micro-satellite prototype is used

LEADERSHIP ACTIVITIES

Swim DC, Washington, DC

2013 - Present

Swimming Coach

- Taught swimming lessons twice a week to 20+ children with disabilities

AWARDS & AFFILIATIONS

- Merit Scholar Award Winner, (Top 10% of class), 2012, 2013, 2014
- American Society of Mechanical Engineers, Washington, DC Chapter, 2014 – Present
- Engineers Without Border, Washington, DC Chapter, 2014 - Present