

# Industrial Blueprint

-The IOE Student Newsletter-

Volume 19, Issue No. 1

A joint venture from APM and IIE

September 2005

## Undergraduate Walk-In Counseling Hours

### Professor Yili Liu (Program Advisor):

Wednesdays: 2-3:00pm & by appointment  
In G622 IOE  
E-mail: [yililiu@umich.edu](mailto:yililiu@umich.edu)  
Phone: 763-0464

### Justina Chiang (IOE/EGL Peer Counselor):

Mondays: 3-4pm  
Tuesdays: 11am-1:30pm  
Wednesdays: 3-5pm  
Fridays: 12:30-3pm  
In 1749 IOE  
E-mail: [jlchiang@umich.edu](mailto:jlchiang@umich.edu)

### Kristen Neubauer (IOE/EGL Peer Counselor):

Mondays: 10am-3pm  
Thursdays: 10am-2pm  
In 1749 IOE  
E-mail: [kneubaue@umich.edu](mailto:kneubaue@umich.edu)

### Pedro Vaz (IOE/EGL Peer Counselor):

Tuesdays: 1:30-5pm  
Thursdays: 2-5pm  
In 1749 IOE  
E-mail: [pvaz@umich.edu](mailto:pvaz@umich.edu)

### Pam Linderman (IOE Undergraduate Advisor):

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E-mail: [plinder@umich.edu](mailto:plinder@umich.edu)

## Upcoming Events

September 30	IOE Fall Gathering, 3 pm, 1709 IOE
October 1	Michigan @ Michigan State, Noon
October 6	First Half Term Drop/Pass/Fail Deadline
October 17-18	Fall Study Break

## A Few Words From the Editor . . .

Welcome back to IOE! Hope you've all had a good first few weeks. Classes are still starting up, so go outside and enjoy the good weather while you can! Or, if you're more of the hermit type, just stay inside and read this issue of the Industrial Blueprint.

In the past, the Blueprint has featured everything from course reviews to recipes. As an editor for this academic year, one of my goals is to drive the Blueprint towards helping people know a little bit more about their future careers and where they might be going once this whole thing called school is over. For example, in this issue, there is a large section (thanks to help from the Engineering Career Resource Center) featuring tips on resume/cover letter writing.

If you feel you could and would like to contribute to this effort, please let the Blueprint know what you think would be helpful to incoming IOE students and current undergrads. You can e-mail the editors at [IOEBlueprint-Group@umich.edu](mailto:IOEBlueprint-Group@umich.edu).

I now expect to look at my inbox in a couple days and see multiple invitations to parties, free trials of Viagra, and the best stock picks of the century.

Have a nice day,  
Franklin.

Visit the IOE Department Website:  
<http://www.ioe.engin.umich.edu/ugrad.html>

# IOE Student Societies

## Alpha Pi Mu (APM)

<http://www.engin.umich.edu/soc/apm>

The only nationally accepted industrial engineering honor society, APM membership is based on GPA. All students with junior or senior standing are considered. APM sponsors numerous events every year; highlights from last year include the IOE Bar Crawl and IOE t-shirt sales.

## Engineering Global Leadership (EGL) Honor Society

<http://www.engin.umich.edu/students/support/egl/>

EGL is a five-year program that combines engineering curriculum with courses in the Business school and LS&A, culminating in a Bachelor of Science degree and Masters degree in Engineering. EGL is designed to help students improve the bridge between business and engineering in industry, as well as give its members a cultural background to work in an increasingly global market. EGL is no longer an IOE/ME only honor society, but its membership features plenty of IOEs.

## Human Factors and Ergonomics Society (HFES)

<http://www.engin.umich.edu/soc/hfes>

Nationally, HFES is a professional society whose mission is to “promote the discovery and exchange of knowledge concerning the characteristics of human beings that are applicable to the design of systems and devices of all kinds.” The student chapter at Michigan leads multiple Center for Ergonomics lab tours and attends conferences throughout the year.

## Institute of Industrial Engineers (IIE)

<http://www.engin.umich.edu/soc/iie>

Another society with links to a national professional society, IIE’s main goal is to “provide an awareness of the Industrial and Operations Department and its resources” at Michigan. The student chapter acts as a conduit to the local Detroit IIE chapter and a networking hub for all IOEs at U of M. IIE sponsors plant tours and features corporate speakers at meetings.

## Institute for Operations Research & the Management Sciences


<http://www.engin.umich.edu/soc/informs>

## Outstanding Multicultural Industrial Engineers (OMIE)

<http://www.engin.umich.edu/soc/omie/>

## I can't believe it's GONE!

By Steven Agacinski



“Don’t it always seem to go that you don’t know what you’ve got ‘til it’s gone, they paved paradise then dismantled the parking lot”

Every year upon our return to the beautiful streets of Ann Arbor, we must accept that there are changes. Certain things are now gone, never to return again. As I returned this fall, I knew there were a fair number of fond farewells that I was forced to make.

Oh how I miss the Pierpont Parking Lot! Yes, I know it still exists, and it holds about 90 cars for all 7,500 of us on North Campus. But then, there are always trade-offs. Instead of parking spaces, we’ll have more people: the entire acting community. Thank goodness for the IOE Lot. Hooray!

Oh how I miss the most used athletic facility on campus: the North Campus beach volleyball courts! This is another trade-off that has been made in return for the actors joining us in the Great North. I’m pretty sure that in the last two years, I saw the volleyball courts used a total of 1 time. Talk about beach action! Impressive. Then again, considering it’s constantly winter, I suppose that’s a pretty good turnout. No more lazy days of hanging out on North Campus playing beach volleyball.

Finally, and most importantly, OH HOW I MISS *DANCE 360*! Yes, *Dance 360*, the hottest dance show on the *planet* has been pulled off of UPN programming! This show revolutionized my understanding of television. For those of you who don’t know about the 3-6-0, I’m sorry. It was a dance competition show featuring two dancing maniacs at a time going ‘head-to-head’ in the middle of a circle. (Get it? 360? Ha!) I will miss the hosts. Fredro Starr (of the hip hop group Onyx and that classic show *Moeshea*) and Kel (of *Keenan and Kel* fame) made up the all-star hosting list. How could we forget the episode in which one set of identical twins took on another set of identical twins in the ring? How could we forget the episode featuring kids all under the age of 12? In my heart of hearts, I will forever burn with a passion for the 3-6-0 that will be unparalleled by anything else in my life. You were beautiful, *Dance 360*. You were beautiful.

## Over-the-Summer Reviews

### Boeing Internship Review

By Samantha Jarema



Boeing, one of the largest companies in the world, provides a multitude of options in a variety of fields for IOE students. This past summer I lived in Seattle and worked in the Boeing Commercial Airplanes (BCA) Global Partners Lean Promotion Office. During this time I was given the opportunity to manage the Virtual Office Implementation Team, meet with Panasonic Avionics in Irvine, California to conduct a 5S workshop, as well as work on many other small projects.

The Boeing Company also places a great emphasis on continuing education. Along with many other interns, I took classes in lean manufacturing, Six Sigma, an accelerated improvement workshop on leader certification, and other various intern classes to become better acquainted with the company. I was also lucky enough to be included in tours of the 737 moving line, 747 final assembly, and the 787 mockup tour, as well as the Frederickson Composite Factory tour.

There was one large downside with so many divisions in the company: the prevalent bureaucracy within the company. Meetings and projects tended to get bogged down with the number of people included and this could get frustrating at times.

The large intern program at Boeing (over 450 interns in the Puget Sound, WA area) kept me busy after work with happy hours, baseball games, and organized sport leagues. The gym facilities at the plants, with classes in aerobics and yoga, were convenient for quick workouts. Other perks for Boeing interns included a moving stipend, help finding great housing with great roommates, and the opportunity to have the rest of your education paid for if asked back for a full time offer.

Aside from the overwhelming size of the company, Boeing is a great place to work. It is a good stepping stone to industry and once inside the company you have the opportunity to transfer to many other departments. This helps to keep their employees stimulated as well as constantly learning. If you have any questions feel free to contact me at [sjarema@umich.edu](mailto:sjarema@umich.edu).

### Human Motion Simulation Laboratory (HUMOSIM) Center Internship Review

By Emily Anderson



This past summer I was given the opportunity to work for the Human Motion Simulation Laboratory at the Center for Ergonomics, here at the University of Michigan. Despite being a senior this was my first engineering internship. During the three months of the internship I worked on several different experiments being conducted by one of the PhD candidates in the laboratory.

My first two weeks were spent “data processing” within a computer program called ViconIQ. This entailed sorting data points from a stepping-and-balance experiment into readable information. Next, I traveled to the Michigan Ford Truck Plant with another research intern to perform a video and motion study of several of the different work stations within the plant. It was exciting to observe how information learned in IOE 333 (Ergonomics) was used in a real work situation. The final part of the summer was devoted to assisting in stepping behavior experiments. After scheduling volunteer subjects, myself and the PhD candidate ran one experiment per day. I learned how to take anthropometric measurements, conduct strength tests, place reflective markers on various joints of the subject, and run motion tracking cameras.

During the summer I also attended two conferences with the other interns working in the laboratory. Although only observing at these conferences, I was able to watch the networking skills and interactions between the PhD candidates and HUMOSIM partners in industry who provide support to the lab. I also learned about the expectations placed on a PhD candidate and the help and assistance available to them. Working for HUMOSIM was a memorable learning experience and I am thankful to those who provided me with the opportunity to see how the knowledge of the classroom is applicable to industry and research.

# Camp Sunshine

By Robin Rosenbloom



This past summer was probably the last time that I would have countless hours of free time. As important as it was for me to get an internship, I took a different path, and have not since doubted my decision. It has always been important to me to help others who are less fortunate than I am (in high school I raised a Seeing Eye Dog for the blind), and this summer I volunteered at Camp Sunshine – a recreational program for disabled people. I chose to work closely with the older women, aged 15 to 50, and each day worked one-on-one with a camper to assist in life skills, arts & crafts, games, and swimming. I became a friend to the women and helped bring them a sense of accomplishment, while they offered me the opportunity to see the world through their eyes. Camp was not a playground of fun for me.

My first day at Camp Sunshine I struggled to communicate with a 19 year old camper who had limited verbal skills, but I worked hard to learn the necessary sign language that would allow me to make sure she was safe and comfortable in her environment. I quickly realized that a camper's daily experience depended on his/her volunteer for that day. No longer was I embarrassed to change women, nearly twice my age, into swimsuits or hold them in the pool because they were wheelchair-bound and could not stand.

I attended two day trips with the campers and was amazed at the stares they received from others. Through my work with the campers, I realized that although many of them cannot talk or walk, they still have feelings; they know when someone is being nice to them and they appreciate it, but they also know when society is being mean to them. I learned more valuable life lessons from this experience than I ever would have sitting behind a desk as a summer intern. Now, I ask you, when was the last time you helped others?

## Global Intercultural Experience for Undergraduates (GIEU): Ghana 2005

By Kristin Banker

Are you interested in technical work experience abroad? This past summer I spent 4 weeks in Africa working on a mechanical engineering project with 8 other students; next summer it could be you.

GIEU (<http://www.gieu.umich.edu/>) is a program offered through the University of Michigan which consists of a 2 credit class and a 3-4 week project somewhere around the world. There are about a dozen field sites and each year one of these is an engineering project. There is a program fee, but you get paid for your work abroad, so basically I got great work experience abroad for the cost of the plane ticket (all food and housing was covered). GIEU is open to all University freshmen, sophomores, and juniors.



Our project in Ghana (<http://sitemaker.umich.edu/gieughana05>): We investigated the engineering requirements as well as economic, legal, and social ramifications of modernizing a vast manufacturing engineering establishment. Also, we analyzed current plastic recycling practices.

Worried that you might not have the skills if the project is not offered by an IOE professor? Don't be – only half of the students who went to Ghana even study engineering. Wondering if you would have fun since it's an engineering project? Should I even answer that? I won't. Our itinerary included sightseeing throughout Ghana, including tours of slave castles along the coast, a canoe trip to a village on stilts in the middle of a lake, and a canopy walk through a rainforest (one of only three in the world!). Next year might be a different project somewhere else in the world, but I'm sure it'll be a great experience.

# Summer Job Listing

<b>Name</b>	<b>Work</b>	<b>Job Title</b>	<b>Work Location</b>
Megan DeFauw	Accenture	Technical Analyst	Southfield, MI
Kimberly Kunihiro	Administrative Controls Management, Inc.	Project Controls Specialist	
Liz Holdsworth	Battelle Memorial Institute	Environment, Safety, Health and Quality Intern	Columbus, OH
Samantha Jarema	Boeing Commercial Airplanes	Business Intern (Lean Manufacturing)	Seattle, WA
Justina Chiang	Boeing Company Commercial Airlines	Business Strategy Consultant	Everett, WA
Darrin Shillair	BrassCraft Manufacturing Co.	Product Development Intern	Novi, MI
Kok Keng Goh	Byun & Co.	Corporate Finance Intern	Singapore & Jakarta, Indonesia
Natalie Levy	Citigroup	Sales and Trading Summer Analyst	New York, NY
Franklin Jen	Cummins Engine	Six Sigma Intern	Columbus, IN
Alex Kotula	Cummins Power Generation	Process/Production Engineer	Fridley, MN
Carolyn Bertelsen	DaimlerChrysler - Detroit Axle Plant	Production Supervisor	Detroit, MI
Sarah Kamilaris	DaimlerChrysler - Jeep Liberty Assembly	Smart Manufacturing Intern	Toledo, OH
Jin Wei (Jane) Ni	Delphi Automotive	Industrial Engineering Intern	Flint, MI
Jeremy Vosko	DRW Trading Group	Trader Assistant Intern	Chicago, IL
Ana Butka	GE Healthcare	Manufacturing Intern	Milwaukee, WI
Samara Mejia	General Electric	Six Sigma Distribution Team Co-op	Louisville, KY
Tara Bollman	General Electric Transportation	Environment, Health, and Safety Co-op	Cincinnati, OH
Nicole Francis	General Motors Corporation	Manufacturing Intern	Pontiac, MI
Laura Fletcher	General Motors Corporation	Industrial Engineering Intern	Detroit/Hamtramck, MI
Xiaotian Zhou	General Motors Corporation	Vehicle Distribution & Production Planning Intern	Shanghai, China
Samara Mejia	Goldman Sachs	Operations Analyst	Jersey City, NJ & New York, NY
Steven Antalics	Henry Ford Health Systems	Associate Operations Analyst	Detroit, MI
Jessica Kron	Honda of America Manufacturing	Corporate Ergonomics Intern	Marysville, OH
Damita Burton	Honda of America Manufacturing	Industrial Engineering - Ergonomics/Safety Intern	Marysville, OH
Emily Anderson	Human Motion Simulation Lab	Research Assistant	Ann Arbor, MI
Feifei Hu	IBM Shanghai	Global Logistics Intern	Shanghai, China
Michelle Lofgren	JetBlue Airways	CollegeCrew: Industrial Engineering	New York, NY
Stephanie Newell	John Deere	Manufacturing Intern	Waterloo, IA

Karan Pandya	JPMorgan Chase	Investment Bank Summer Intern	New York, NY
Danny Weiser	KeyBanc Capital Markets	Equity Research Associate Intern	Cleveland, OH
Andrea Bee	Kraft Foods	Project Engineer Intern	Chicago, IL
Christopher Burrows	Lehman Brothers	Hedge Fund Investment Research Intern	New York, NY
Andy Capanyola	L'Oreal USA	Manufacturing Intern	Clark, NJ
Nathan Gelino	NASA Kennedy Space Center	Human Factors Co-op	Cape Canaveral, FL
Zubin Nagpal	Omni Home Healthcare	Financial Analyst	Fort Lauderdale, FL
Tareq Ahmed	Penske Logistics	Logistics Engineering Intern	Beachwood, OH
Anay Shah	Pepsi Co. / Frito-Lay Division	Project Manager	Vancouver, WA Barquisimeto, Venezuela
Alejandro Riera	Proctor & Gamble	Loss Analysis Scholar	
James Herbin	Purdue University	Research Assistant	West Lafayette, IN
Kim Chongsatitwatana	Scholastic Inc.	International Rights Intern	New York, NY
Feifei Hu	Shanghai Pudong Development Bank	General Intern	Shanghai, China
Matthew Raubinger	TACOM (Tank Automotive and Armaments Command)	Summer Hire	Warren, MI
Nauman Saeed	The Boeing Company	Safety Intern	Houston, TX
Keith Meyer	Thetford Corporation	Industrial Engineering Intern	Dexter, MI
Stephen Chen	Tower Automotive	Lean Manufacturing Intern	Midwest
Chirag Jain	Uniqema	Technical Lab intern	Chicago, IL
William Chen	ZS Associates	Operation Research Summer Associate	Evanston, IL

## Helping to Flatten the World

By John Adams



When did you realize the world is flat? This is the question Thomas L. Friedman asks industry and political leaders in his new book [The World is Flat](#), as he explores and postulates the future of America and other nations in a rapidly shrinking world. The “flattening” of the world is described as the fact that as technology and many factors have increased, the world has become increasingly smaller and more in-touch with each other. Of the many key factors flattening the world, two are particularly important to IOEs: first is the issue of outsourcing, and the increase in manufacturing efficiency and capabilities of firms outside of the United States. The second issue, supply chain, is a result of what is being done internally to the United States to rapidly flow product from supplier production lines to customers. In a sense, we as professionals are responsible for, as Friedman puts it, flattening the world.

Throughout the book Friedman shares his own personal opinions, as well as the opinions of many recognizable professionals (Bill Gates, Carly Fiorina, Colin Powell, etc.) as to when and how they

realized the world is flat.

I thought long and hard to recall my first time experience realizing the world is flat and I couldn't quite put my finger on a specific example, so instead, below is an example of how the world being flat effects many of us as students.

I am certain you all have some experience with cheap prices of “international editions” of text books. Well, as students in the United States, we are not the intended audience of these books and their bargain prices. The economic terminology to describe this bargain we are receiving is known as Third Degree Price Discrimination, in which a company (the publishing house) intends to sell a product to a different market. But we now have access to this market, through the internet of course; in fact I just bought a Supply Chain Management book on eBay for \$38 (it retails for \$120 new or \$80 used) – yet another example that the world is flat.

[The World is Flat](#) is filled with very interesting and humorous tales that engage the reader while still being a very informative source of literature to explain how the recent events of the 21st century are shaping world history. In short, I highly recommend it. Put down your textbook and pick-up a copy.

# Professional Development Special

By Justina Chiang



## Resumes 101

Three pointers for writing resumes:

**It is never too early to start writing your resume.** Even if you're not looking for a job at the moment, having a resume already written and ready to hand out is essential. Resumes take time and effort to write and you never know when someone will want a copy of yours, and when that situation comes along, you don't have to have to scramble to write a draft resume to give them.

**Resumes are working documents, you should always be building and revising your resume.** Adding on additional experiences to your resume is something you should be doing. However you should also be peddling your resume around to everyone. You should ask your roommate to read it for grammar and to make sure you're not using any company specific jargon. You should have your parents read it because most likely they've written their own resume and they may remember some accomplishments you did in college that you have forgotten. You should bring it to someone who looks at resumes all day. The Engineering Career Resource Center (230 Chrysler Center), has walk-in resume critiques on the weekdays, all year round. And finally, you should bring it to the career fairs – recruiters often will give you tips if they see something that really stands out or something you said that they feel that you should add to your resume.

**All resumes are different and there are tons of ways to format/write a resume.** Yes, you should get a lot of people to review your resume and you should listen their suggestions, but in the end if you get enough people to review it, your critiques are going to start contradicting each other. It's like grammar... everyone does it a little different. And in the end, since it's your resume, you need to decide what you want.

## Job Hunting

Every year over 150 companies come to the fall College of Engineering Career Fair. If you happen to NOT make it to any companies or talk to any recruiters, don't worry. Sure, it would have been nice to meet the company representatives or chat with the recruiters, but this two day blitz is not the only way or time to meet company reps.

Throughout the year companies from all over the country come and recruit at the University of Michigan. You can find these companies within EnginTrak (<http://career.engin.umich.edu/>). EnginTrak is the College of Engineering's search engine for YOU to submit your resume to companies who are coming to recruit at UM-CoE. This online search engine is really easy and can get you interviews with companies coming to the CoE. All you have to do is log-in, fill out a profile, upload your resume, and then look at the companies that are coming and submit to them your resume. Afterwards, you'll have to periodically check if you have an interview with any companies. This process is usually what students who do attend a career fair must do anyways.

Additionally, if you know what companies you would like to work for, you can always submit your resume through the company's website. Finally and most importantly, dig back to the people you know, the family friends that may be able to help you out, and see if they can submit your resume to the company they work for. Don't be shy about using these contacts – you want to use ALL your resources, and the people you know are one of your best resources. After all, companies prefer to interview someone who they know from someone else than someone that they picked out of a resume book.

To summarize, missing the Career Fair is no biggie. The important thing is that you do EnginTrak, go to company websites, and use your personal connections! If you want more tips and other career information, visit the Engineering Career Resource Center Website <http://career.engin.umich.edu/>

# Professional Development Special (cont.)

By Justina Chiang

Editor's note: The next page and beyond are mostly files from the Engineering Career Resource Center that we hope will be useful to everyone looking for any kind of job.

## Resume Keywords and Phrases

From <http://www.jobera.com/job-resumes-cvs/key-words.htm>

...amounting to a total savings of...	Handled...
...on an ongoing/regular basis...	Honored as...
...to ensure maximum/optimum...	Implemented...
Accomplished...	Improved...
Acted as liaison for/between...	In charge of...
Acted/Functioned as...	Initially employed...
Adept at...	Initiated...
Administered...	Innovation resulted in...
Advised...	Installed...
Analyzed/Assessed...	Instructed...
Arranged...	Instrumental in...
Assigned territory consisting of...	Interaction with...
Assigned to...	Investigated...
Assisted with...	Knowledge of/experienced as...
Budgeted...	Maintained...
Conducted...	Managed...
Consulted...	More than [ ] years experience...
Contracted/Subcontracted...	Negotiated...
Coordinated...	Organized...
Counseled...	Performed...
Delegated...	Planned...
Delivered...	Presented...
Demonstrated...	Proficient/competent at...
Developed...	Promoted to/from...
Direct/Indirect control...	Proven track record in...
Directed...	Provided technical assistance...
Drafted...	Recipient of...
Edited...	Recommendations accepted by...
Engineered...	Recommended...
Established...	Remained as...
Evaluated...	Reported directly to...
Experience involved/included...	Resulted in...
Experienced in all facets/phases...	Sales quota accountability...
Expertise and demonstrated skills...	Served/Operated as...
Extensive training/involvement...	Specialize in...
Familiar with...	Successful in/at...
Formulated...	Temporarily assigned to...
Gathered...	Worked closely with...

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*Note: The opinions expressed herein do not necessarily reflect those of the Industrial and Operation Engineering Department at the University of Michigan—Ann Arbor. Any questions or comments should be submitted to IOEBlueprintGroup@umich.edu*

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# JACK A. KEOUGH

## LOCAL ADDRESS (until May 15)

1923 Plymouth  
Ann Arbor, MI 48105  
Cell: (734) 345-4567

Can use just the local address early in the year to save space

## PERMANENT ADDRESS

9345 Sunnyside, #21  
Brighton, MI 48116  
(810) 123-4567

## Email Address

Usually specify co-op or intern. If co-op, give months of availability.

Be as specific as possible or use words such as "to gain experience in \_\_\_ field." No personal pronouns needed.

**OBJECTIVE** Seeking a co-op or intern position in the Computer Engineering field using computer programming and design skills. Available January–August 2005

**EDUCATION** **University of Michigan**  
B.S.E in Computer Engineering  
GPA: 3.074/4.00

Ann Arbor, MI  
December 200\_\_

Related Coursework: Computer Organization, Programming and Data Structures, Data Structures and Algorithms, Computing Systems, Logic Design, Human Factors Engineering, Discrete Structures, Solid State Devices and Electronic Elementary Circuit Design and Circuits Analysis

Just latest courses that have **actually** been **completed**; Coursework helps employer know level of knowledge, qualifications

Related Projects: Designed a.....with a....using....

Very helpful in showing hands-on knowledge; class not needed if project is listed

**EXPERIENCE** **Super Software Company**  
Programmer

Farmington, MI  
May 200\_\_ – August 200\_\_

- Develop software for use on Windows CE devices
- Debug transit integration software
- Create sample data to test program reliability

Transferable skills; can be used in any job situation; ok to list jobs related to major first

**Society of Women Engineers, UM Ann Arbor**

January 200\_\_ - January 200\_\_

Career Fair Co-chairperson

- Connected with employers via survey to determine current needs in fair
- Maintained career fair website
- Recruited, organized and trained career fair volunteers

**Pebble Creek Golf Club**

South Lyon, MI  
Summers 200\_\_, 200\_\_

Bag room Personnel/Caddie

- Supervised bag room and personnel
- Maintained equipment in good working order

## COMPUTER SKILLS

Environments: UNIX, Windows, MacOS, Solaris  
Applications: CodeWarrior, Maple, Matlab  
Languages: machine Code, Assembly Language, C, C++, Pascal

Only include proficiencies or qualify: basic knowledge of, fluent in, etc.

**LANGUAGE** Proficient in spoken French

Level of proficiency with skills such as written, conversational, reading, technical

**AWARDS** Dean's List and University Honors, 200\_\_-200\_\_;  
J. B. Angell scholar, 200\_\_-200\_\_

This is a logo that shows that this is an example resume. The ME of Michigan Engineering and the Michigan Seal are protected and may not be used on a resume or business cards.

**ACTIVITIES** Solar Car Team, 200\_\_-present; Society of Women Engineers,



Dates or semesters needed; if activity is listed, membership is assumed. List only role here or can use in experience; if used in experience too, list group and dates of membership, no need to list roles again.

Date missing here due to graphic

# DATABASE SCANNABLE EXAMPLE – Full Time

BARBARA M. CHELLIS

CURRENT ADDRESS until May 15  
1234 S. Main Street  
Ann Arbor, MI 48104  
(734)123-4567  
bchellio@engin.umich.edu

True copy and paste database ready resume.  
Everything is left justified. No Bold – all CAPITAL letters instead; fewer than 64 characters per line including spaces. Asterisks or dashes indicate accomplishments or responsibilities;  
Length is less important: a search for this resume is looking for the NOUNS and KEYWORDS. Use them in the job descriptions.

PERMANENT ADDRESS  
5678 Strawberry Field  
Nowhere, NY 20202  
(212)321-4545

## OBJECTIVE

Seeking a fulltime position as a process or manufacturing engineer, specializing in quality control.

## EDUCATION

University Of Michigan – College of Engineering, Ann Arbor, MI  
B.S.E., Mechanical Engineering, December 2004  
GPA: 3.83/4.00

Related Coursework: Dynamic Systems, Mechanical Behavior of Materials; Intermediate Dynamics, Computational Fluid Dynamics, Finite Element Analysis, Automotive Engineering - Vehicle Dynamics

## EXPERIENCE

ABC Company, Anytown, MI  
Senior Design Project, Dates of Project  
\* Designed...  
\* Analyzed...  
\* Reported...

XYZ Company, Anytown, MI  
Job Title, Dates of Employment  
\* Primary responsibility/job description beginning with active verb  
\* Systematized...  
\* Coordinated...

## COMPUTER SKILLS

Environments: UNIX, MS-DOS, Macintosh, Windows  
Applications: MS Word, Excel, FileMaker Pro, DeltaGraph, MATLAB  
Languages: C+, FORTRAN, BASIC

## HONORS

Dean's List, 4 semesters; Dow Scholarship (\$1,000/yr); Pi Tau Sigma (ME Honor Society); Tau Beta Pi (Engin. Honor Society)

## ACTIVITIES

Society of Women Engineers (SWE), Solar Car Team, member of the electrical group; running, hiking, traveling, jazz pianist

## LANGUAGES

Fluent in French; conversational knowledge of Spanish

This is a logo that shows that this is an example resume. The ME of Michigan Engineering and the Michigan Seal are protected and may not be used on a resume or business cards.



Michigan**Engineering**

Engineering Career  
Resource Center

## Cover Letter Format

Date

Your Address

Contact Person

Title

Department

Employer's Name

Address

Dear Mr./Ms./Dr. (Contact Person)

First Paragraph - Introduction (2 - 4 sentences)

Establishes the purpose of your letter, attracts attention and arouses interest.

- State why you are writing by naming the specific position or longer career aspirations.
- Tell how you heard about the position/employer and why you are interested in it.
- Insert a brief sentence that gives your degree, major, college affiliation, graduation date.
- Mention the name of your contact person, if applicable.

Second Paragraph - Body (1 - 2 paragraphs, depending on background)

Generate interest with content that shows that you have done your research on the company and can show how what you have done and how your skills/background match the employer's needs.

- Indicate how you can help the employer achieve organizational goals in your specialty. Focus on what you can do for them rather than why you want the position.
- Highlight your most significant accomplishments, abilities, and experiences that are specifically relevant to the employer and job requirements.
- Sell your credentials - your mission is to prove you should be invited to an interview. Make reference to enclosures.
- Do not simply repeat your resume but point out important experiences and key assets - show some of this to demonstrate to the employer your more personal qualities which cannot be indicated on a resume.

Third Paragraph - Closing (4 sentences maximum)

State your commitment to action.

- Take the initiative to make clear what happens next - you will be calling to arrange an appointment, and/or ask for additional information.
- State your availability. Let them know if/when you will be in the area.
- Do not indicate you will be waiting for the employer to contact you.

Very truly yours/Sincerely,

Your Signature

Your Name Typed

## Suggested Cover Letter

Date

Your address

Mr. John Stone  
Director of Marketing  
ABC, Inc.  
Madison, WI 53706

Dear Mr./Mrs./Ms./Dr./

Opening: The first paragraph must spark the employer's interest. State your reason for writing, making sure to identify the position or type of work for which you are applying. "I am writing to express my interest in... I will graduate from Brandeis University in May, 1995 with a B.A. in..." Also, indicate how you heard about the opening..."which was advertised in The Boston Globe..." State why you are interested in working for this particular employer. "The research position at ABC, Inc. is particularly interesting to me because..."

Middle: The middle one or two paragraphs is your opportunity to sell yourself to a prospective employer. State your capacity to succeed in the specific field or position. "My qualifications are based on a combination of..." Emphasize your key qualifications. Tie in pertinent information gained from your research about the position or organization. Remember, your resume states what you have done; the cover letter must integrate this with what you have learned. Include a final sentence which summarizes the strength of your candidacy. "These experiences demonstrate my ability to..."

Closing:

In this paragraph, state clearly what happens next. Provide the employer with additional information and again emphasize your career objective. In most cases indicate that you will call the employer to arrange an interview. "I will contact your office...to arrange an interview..." Keep the initiative on your side.

Include contact information should your cover letter and resume become separated

Sincerely,  
(4 Spaces)  
(Remember to sign your name)  
Shirley Hired