

NAME HERE
Claremont CA 91711
()

March 15, 2009

Mr ():

I am interested in applying for an entry-level position with Southern California Edison where I can gain experience in the civil engineering field. I am currently a senior General Engineering major at Harvey Mudd College, where Professor Ziyad Duron recommended your company to me.

I plan to pursue a career in civil engineering and I feel a company like SCE, which has a wide range of projects, is a good place to build a career. I spent last summer working as a site engineer in Sydney, Australia, on a tunneling project. This position provided me with on-site construction experience as well as the opportunity to observe the day-to-day management of a major construction project. The internship reinforced my decision to pursue work on civil projects, both on the design and build side. Additionally, I spent the summer before working as a research assistant in the Structural Engineering and Earthquake Simulation Laboratory at SUNY Buffalo, assisting a PhD student on a project studying soil liquefaction potential. This project introduced me to many geotechnical concepts, as well as giving me research experience.

I feel that my education at Harvey Mudd College, in addition to my summer work opportunities, has prepared me for an opportunity with SCE. The General Engineering program has provided me with a strong background in inter-disciplinary work, with a particular focus on problem solving skills. In addition, I have been active in extra-curricular activities. I have been a four-year member of the varsity softball team on campus and I hold a position on the student council as president of my dorm. Both activities have taught me a lot about working with others, as well as what it means to hold a leadership position. I think these particular traits could be of value to Southern California Edison.

My resume is attached for your consideration, as well as a list of relevant courses. I would appreciate the opportunity to meet with a representative from your company to discuss any position that may be available. Please feel free to contact me through email at EMAIL HERE or by telephone at () .

Sincerely,

NAME HERE

NAME HERE

()
EMAIL HERE

Claremont, CA 91711

EDUCATION

Harvey Mudd College, Claremont CA

Bachelor of Science, General Engineering, expected May 2009, current GPA ENTER No. HERE

Semester Abroad, Santiago Chile, Fall 2007

Pontificia Universidad Católica de Chile

All course work conducted in Spanish, including an Environmental Engineering course

Honors/Awards

Dean's List, Harvey Mudd College, Fall 2006, Spring 2007, Spring 2008, Fall 2008

Coach's Award, Claremont-Mudd-Scripps Varsity Softball, Spring 2007

RELEVANT EXPERIENCE

Space Systems/Loral, Engineering Clinic, Claremont CA 9/08-present

- Team leader of a five student team working with a company liaison
- Developed a plan and setup for testing spacecraft panels for shock
- Acquired and analyzed data using MATLAB

John Holland Group, Student Site Engineer, Sydney, Australia, Summer 2008

- Assisted Project/Site engineers on tunneling project using a tunnel boring machine
- Updated daily spreadsheets tracking the project's progress
- Composed Safety Work Method Statements and Risk Hazard Assessments with project engineers

Northrop Grumman, Engineering Clinic, Claremont CA, 1/08-05/08

- Member of a four person team
- Developed a test method to determine the reliability of lead free solder
- Documented results in a final report, presentation, and poster

SUNY Buffalo Structural Engineering and Earthquake Laboratory, Buffalo, NY, Summer 2007

- Part of the Research Experiences for Undergraduates program
- Assisted a PhD student on a project studying soil liquefaction due to earthquakes
- Created a small-scale version of the full scale project

Indian Hill Bridge Analysis, Experimental Engineering Course, Harvey Mudd College, 4/07-5/07

- Member of a four person team
- Formed a test method to determine the resonant frequency of the bridge using accelerometers and an impact hammer
- Analyzed the data using MATLAB and presented our findings

WORK EXPERIENCE

NSF Research Assistant, Harvey Mudd College, Claremont CA, Fall 2006

- Researched for a project to advance women in the fields of science and engineering
- Developed an Excel database of the female physics professors at the top 50 liberal arts colleges

Phonathon Caller, Harvey Mudd College Office of Development, Claremont CA, 9/06-5/07

- Contacted alumni and parents for donations to the College's annual fund through phone and e-mail

ACTIVITIES

Dorm President, Harvey Mudd College, Claremont CA, 9/06-present

Claremont-Mudd-Scripps Varsity Softball Team, Claremont CA, 9/05-present

Volunteer Tour Guide, Harvey Mudd College Department of Admissions, 9/06- present

Volunteer Digital Literacy Course Assistant Instructor, Santiago, Chile, Fall 2007

NAME HERE

March 2009

Engineering Major Courses Completed

- Introduction to Engineering Design
- Introduction to Engineering Systems
- Advanced Systems Engineering and Controls
 - *The systems and controls sequence is heavily based on transform based mathematics for characterizing and modeling system behavior.*
- Fluid Mechanics
- Continuum Mechanics
 - *This course covers stress, strain, and topics typically found in Solid Mechanics and Elasticity courses.*
- Practices in Civil Engineering
 - *This course was actually a Water Resources course and one of the course projects involved the evaluation of a proposed design for a gravity dam.*
- Materials Engineering
- Chemical and Thermal Processes

Additional Requirements Completed for the B.S. Eng degree

- Science core courses including general math (4 semesters), physics (3 semesters) and chemistry (2 semesters)
- Eleven courses in the Humanities and Social Sciences and a concentration in Spanish literature

Cumulative GPA: ENTER No. HERE
