Sample Cover Letter

General Determination
1700 University Ave Room # 1-101
Flint, MI 48504
(555) 555-5555
GD1919@kettering.edu

DATE

Residence Life Selection Committee
Kettering Residence Life
1700 University Ave
Flint, MI 48504

To the Residence Life Selection Committee:

PARAGRAPH #1
Your reason for applying for the RA position

PARAGRAPH #2
Qualities, skills and experience you possess that will enable you to be a successful RA

PARAGRAPH #3
The areas of the RA position you would enjoy most, in reading the job description, and your reasons why

PARAGRAPH #4
Challenges you anticipate with this position

PARAGRAPH #5
Describe how this position will impact your experience as a Kettering University student

Sincerely,
General Determination

**Limit your cover letter to one page

Sample Resume

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Flint, MI 48504
(555) 555-5555
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Education

Kettering University Flint, MI
· Major: Mechanical Engineering, Minor: Biology
· Status: Junior II
· GPA: 3.62/4.00
· Dean's List

Employment History (LIST JOBS FROM MOST RECENT TO LEAST RECENT)

Engineering Co-op Stantec Architecture & Engineering LLC Butler, PA October 2010-Present

- Calculating building loads for selection and design of HVAC components and equipment
- Drafting and designing HVAC systems in 2D and 3D platforms
- On-site visits and inspections, commissioning, and retro-commissioning
- Project work involving electrical, plumbing, fire protection, and architectural disciplines
- Revit trainer and modeler
- Assist in project submissions during all phases
- Some work with LEED project documentation
- Thesis Topic: Revit Based Energy and Load Analysis of Non-Residential Structures

Thompson Hall Desk Attendant- July 2010-Present

- Customer Service at a desk serving Thompson Hall Residents
- Checked out equipment, log damages, refer residents with concerns to Residence Life Staff
- Help keep residence hall safe and secure

Kettering University Tutoring Center- January 2011-Present

- Responsible for assisting students with homework and test prep in Mechanical Engineering 101 & 102 courses
- Assisted with walk in tutoring schedule
- Served as a resource for students needing help talking to professors

LIST COLLEGE ACTIVITIES FIRST, IN CHRONOLOGICAL ORDER, WRITE OUT ABBREVIATIONS

Activities and Awards

- American Society of Mechanical Engineers Kettering Student Section, December 2010-Present
- American Society of Mechanical Engineers Metro-Detroit Section, July 2011-Present
- Society of Women Engineers July 2010-Present
- Kettering Student Government Council Member of the Year 2011
- Kettering University Sophomore Student of the Year 2011
- Kettering University President's Scholarship