Jennifer So
Address
Phone:
Email:

September 2nd, 2013

President
EE 400D Robot Company
1250 Bellflower Blvd.
Long Beach, CA 90840

Dear Mr. President,

I am applying for the Manufacturing Line Manager position with the EE 400D Robot Company as advertised on the company website.

My interest in Electrical Engineering grew when I started working with entertainment production equipment. I found myself increasingly drawn to understanding the science behind the technology, and decided to pursue a career in Electrical Engineering.

As a Student Engineer Intern at The Boeing Company for a year and a half, I have had the opportunity to learn about 3D modeling on CATIA V5. Collaborating with a team of electrical engineers, I have worked on wiring design projects for the raceway cabin, onboard networking systems, and lower lobes of various 7-series airplanes. In addition, I have also worked as an Engineer Assistant at LKK Manufacturing, where I had the chance to learn about working with suppliers, logistics, and mechanics to put together efficient production schedules that meet sales and business needs.

I would like to be a candidate for the Manufacturing Line Manager and 3D modeling positions, as my experience in 3D modeling and managing the daily tasks of running a manufacturing plant is highly applicable for the position. Alternatively, I would like to be on the systems team. Given the chance, I would like to work on the Prusa i3 dual extrusion head or the bio-printer projects.

I look forward to hearing from you about the opportunity to join the EE 400D Robot Company.

Sincerely,

Jennifer So

JENNIFER SO
ADDRESS
PHONE: · EMAIL:

OBJECTIVE

Seeking a Manufacturing Line Manager position at the EE 400D Robot Company.

EDUCATION

Bachelor of Science in Electrical Engineering   December 2013
California State University, Long Beach
Bachelor of Arts in Psychology   March 2009
University of California, Los Angeles

PROFESSIONAL EXPERIENCE

The Boeing Company, Student Engineer Intern   Long Beach, CA   March 2012 – Present
ELECTRICAL ENGINEERING - WIRE DESIGN AND INSTALLATION   June 2013 – Present
- Design wiring using 3D modeling tools such as CATIA for raceway and lower lobe on 7-series airplanes
- Maintain wire harness detail and assembly design on 737 cabin raceway using CATIA V5, Enovia, and WIRS
- Convert wire harness assembly of raceway models from CATIA V4 to V5

PRODUCT SUPPORT ENGINEERING - FAULT ISOLATION   March 2012 – June 2013
- Created fault isolation procedures in FIM for airplane avionics, electrical, lighting, and hydraulic systems with the use of wiring diagrams and system schematics
- Updated FIM troubleshooting procedures for electrical components and electrical systems
- Teamed with the e-MOD organization to convert older, non-SGML troubleshooting documents into modern SGML data, and enhance Fault Isolation Manual products to include digital services to all airline customers

LKK Manufacturing, Engineer Assistant   Industry, CA   June 2010 – March 2012
- Work with vendors, logistics and mechanics to create production schedules that meet sales and business goals
- Tracked inventory, monitored daily usage trends for production line, and managed logistics of machinery parts
- Maintained contractor and vendor relations to obtain necessary building maintenance services, machinery parts, and engineering tools for optimal pricing and quality

Comcast Networks, E! News Intl Production Intern   Los Angeles, CA   January 2009 – May 2009
- Assisted in editing E! News program content for international E! News launch

Sony Pictures Television, Programming Intern   Culver City, CA   September 2008 – December 2008
- Compiled research material for pilot projects for content and quality control purposes

TVB, **Programming Assistant**   Norwalk, CA   June 2008 – August 2009
- Ran File Transfer Protocol (FTP) to ensure successful and timely publication of television broadcast content

ACADEMIC RESEARCH

CubeSat at Cal Poly Pomona   June 2013 – Present
- Develop low cost miniaturized satellite for space research using MATLAB and MPLAB
- Collaborate with electrical team to create PID control system to control gyros

TECHNICAL SKILLS

MATLAB, CATIA V5, Xilinx, SAP, eMOD, WIRS, Enovia, Microsoft Word/Excel/Outlook/Powerpoint/ Publisher
Adobe Acrobat Pro, Photoshop, InDesign, SPSS

ORGANIZATIONS/AFFILIATION

Boeing REACH   March 2012 - Present
Biomedical Engineering Society (BMES) – *Treasurer*   August 2012 – May 2013
Institute of Electronic and Electrical Engineers (IEEE)   August 2010 – Present

Robyn Goss
Address.
Phone Number
Email address

24 January 2015

Mr. Gary Hill
The Robot Company
1250 N. Bellflower Blvd.
Long Beach, CA 90840

Dear Mr. Hill,

After exploring current projects that The Robot Company is undertaking, I am interested in applying for the position of Project Manager for the ATeChToP project.

My understanding of ATeChToP is that The Robot Company seeks to enable children to play and socialize where otherwise their medical condition could not allow the risk. I hope that my passion for the project can help to make this objective an established reality.

My interest in Biomedical Engineering began as a high school student with obscure interest in the field, and as one who vaguely understood that BME encompassed both mathematics and the medical field. During my undergraduate career at California State University Long Beach not only has my knowledge of the field grown, but so has my excitement. Adding Electrical Engineering as an additional degree has strengthened my technical capabilities as an engineer which can be integrated into the medical field.

I feel that my experimental work while at California State University Long Beach will prove beneficial to the project: I have had practice constructing a rudimentary ECG amplifier, and have also had practice recording and analyzing my own heart sounds and EEG signals using MATLAB and CleveMed BioRadio software. Throughout my coursework, I have added considerable experience with microcontroller programming environments such as Atmel AVR for the Arduino Uno, and experience working with FPGA design through ISE Design Suite. My familiarity working with circuit simulation through OrCAD PSpice and NI Multisim might also prove useful.

My internships for the company Raytheon as well as for Ametek Aerospace and Defense have given me invaluable experience communicating efficiently as a growing engineer. My involvement in creating simulation environments using Matlab and Simulink through Xilinx software, gave me the task of bridging software engineering teams with working project design teams to limit confusion and cultivate clarity. While at Ametek, I would oftentimes interface with customers to avouch that their requirements were being met in terms of quality management.

Attached you will find my resume which better details my experiences. I hope to prove myself a valuable asset to The Robot Company. I would appreciate the opportunity to discuss the position and its requirements, as well as speak with you personally about my qualifications in an interview. In the event any questions arise, please do not hesitate to contact me through the information provided above.

Thank you for your time and consideration.

Sincerely,

Robyn Goss

Robyn Victoria Goss

Summary **A diligent professional seeking the position of Project Manager for the ATeChToP program at The Robot Company where her tenacity and creativity may be best utilized.**
- Proficient knowledge in Microsoft Office tools, MATLAB, Simulink, ORCAD PSpice, Multisim
- Experience working with Eclipse, Assembly, PBasic, ISE Design Suite, and Modelsim

Education **B.S. Electrical Engineering, B.S. Biomedical Engineering**
California State University Long Beach   *2010-present*
Estimated Graduation: May 2015
- Cumulative GPA 3.68
- California State University Long Beach President's Scholar: 1 of 30 students selected from greater than 500 applicants to be a part of CSULB's Presidential Scholarship Program which offers 4 year full-paid tuition and housing contingent upon continual academic success.
- President's List: Fall 2010, Spring 2012, Spring 2013, Spring 2014,
- Dean's List: Fall 2011, Fall 2012, Fall 2013, Fall 2014

Diploma – Graduated with Honors   *2010*
Savanna High School – Anaheim, CA
- Valedictorian
- 2010 Student of the Year

Career History

Electronics Center Electrical Engineering Intern – *Raytheon*   *May 2014-Aug 2014*
- Generate project simulation environments using Matlab and Simulink through the Xilinx System Generator.
- Present progress and ideas to engineering software teams in order to bridge to multiple working teams.
- Aid DSP and FPGA design.
- Provide feedback and corrections for numerous technical documents.
- Participate in FPGA hardware verification.

Quality Engineer Intern – *Ametek Aerospace and Defense*   *Aug 2013-Jan 2014*
- Aid Sr. Inspector with quality control and shipment of products.
- Interface with customers and company representatives to ensure customers that requirements are being met.

Biomedical Engineering Teacher's Assistant – *Cal State Long Beach*   *Jun 2012-Aug 2012*
- Assist professor in organizing lesson plans, class assignments, projects, and examinations.
- Led assessment of student assignments and examinations.
- Conduct classroom lectures upon request of the professor.
- Engage in staff meetings, acquainting staff with perceived needs of students.

Completed Major Coursework

Digital Logic Design	Electromagnetic Fields	Electric and Electronic Circuits
Signals and Systems	Control Systems	Fractals in Engineering
Analog Electronic Circuits	Communication Systems	Electricity and Magnetism
Energy Conversion Principles	Digital Signal Processing	Applied Modern Physics
Computer Methods in Engineering	Probability, Statistics and Stochastic Modeling	Microprocessor Principles and Applications

Leadership Experience

Electrical Engineering Department Tutor
Microprocessor Principles and Applications Classroom Lab Assistant
Junior High AVID Program Tutor and Chaperone
Marie Callendar's Restaurant Certified Trainer

Involvement/Activities

Drop-in Homeless Shelter Volunteer – First Congregational Church
Greyhound Rehabilitation Center Volunteer
IEEE member
Channel 3 Committee (Organizes events for residents of CSULB)
Intervarsity Outreach
CSULB Women's Lacrosse Team

Lawrence Swift
1234 My Drive, Huntington Beach, CA 92646
(714) 555-7506 · Lawrence.Swift@IEEE.org

August 28th, 2015

Mr. Gary Hill
The Robot Company
1250 Bellflower Blvd.
Long Beach, CA 90840

Dear Mr. Hill,

I am applying for the open position in the Mission Control Console Group, of the Mission Control and Computing Center (MC3) Section. I desire to further research and development in the field of machine vision and Simultaneous Localization and Mapping (SLAM).

My journey into electrical engineering started when I was 12 years old and my uncle taught me how to solder so I could fix my guitar cable. When he saw my eagerness to learn he proceeded to make me a kit of various components and supply me with some basic project instructions. Ever since then I have been hooked. As a kid I would take apart electronic devices to see how they worked, build electronics kits from MarVac Electronics and experiment by circuit bending all types of battery powered toys.

Over the summer I worked on a project for a promising up-and-coming company in product development. I took on the task of developing an Android Application for remote control, via Bluetooth, of a robotic toy. While I did not have prior experience in application development, I had taken on the challenge and sought out various resources to get the job done. I also had the chance to take on jobs outside the scope of electrical engineering. This includes troubleshooting construction and graphic design elements for the products exterior. The experience as a whole has piqued my interest in User Experience Design (UXD), and product development overall.

In the near future I see myself working my way up to division manager. I feel that my interpersonal skills that I have developed while working as an Instructional Aide for the Severely Handicapped and Interpreter for the Deaf and Hard of Hearing are invaluable. I have extensive knowledge in working with large groups of people as well as facilitating communication between individuals of varying backgrounds and intellectual abilities. Also, given my work in the education field, I am well-versed in data collection and making recommendations that are backed-up with adequate information.

Given the opportunity, I would enjoy the chance to develop my 3D modeling/printing and printed circuit board design/fabrication skills during my time at The Robot Company. I also look forward to the opportunity of attending any and all workshops offered to make myself a well-rounded engineer. I am a lifelong learner who is always looking to explore new fields of knowledge. I would also enjoy working with your experienced engineers Nicholas Lombardo and Nick Vuono.

If you have any questions feel free to contact me. I look forward to hearing back from you about the opportunities at The Robot Company.

Sincerely,
Lawrence Swift

Lawrence Swift

1234 My Drive, Huntington Beach, CA 92646 · (714) 555-7506 · Lawrence.Swift.US@IEEE.org
President of IEEE-Eta Kappa Nu, Epsilon Theta Chapter (2015-2016 Academic Year)

Summary

Seeking a position in the Mission Control Console Group to help research, develop and implement machine vision and SLAM technology for robotic applications.

- *Programming Languages:* Assembly, C++, Java, VHDL
- *Software/Development Environments:* Android Studio, AVR Studio, CadSoft Eagle PCB Design, Eclipse, ISE Design Suite, LTSpice, MATLAB, Microsoft Office, Simulink, Solidworks
- *Standard Lab Test Equipment:* Function Generator, Mulitmeter, Oscilloscope, Power Supply

Education

Bachelor of Science in Electrical Engineering   Expected Fall 2016

California State University, Long Beach

- 3.75 GPA for EE courses, 3.36 GPA cumulative

Associate in Science- Mathematics   Fall 2012

Orange Coast College, Costa Mesa, California

Projects

3D Printer BUILD Series   Spring 2015

RepRap Prusa i3 build workshop

PaperBot   May 2015 to Present

Android Application development, toy construction and graphic design, SMD stencil documentation and layout

Employment

Instructional Aide- Severely Handicapped/Interpreter for the Deaf,   2007 to Present
Huntington Beach Union High School District, Huntington Beach, CA

- Assist students in the set-up and use of speech-generating devices.
- Observe and document progress of students to then confer with teachers.
- Professionally communicate with parents, interdepartmental staff, and district office employees through written and verbal means.
- Maintaining legal forms pertaining to students, staff, and school site issues.

Co-manager, *Digi-Photo, Huntington Beach, CA*   2005 to 2007

- Develop professional relationships with customers to promote repeat sales.
- Responsible for setting lab standards of quality, timeliness and efficiency.
- Maintain clean, neat and organized work areas.

Societies and Organizations

IEEE, CSULB Student Chapter   Fall 2013 to Present

IEEE-Eta Kappa Nu (HKN), Epsilon Theta Chapter   Fall 2013 to Present
Corresponding Secretary: 2014-2015 Academic Year

Tau Beta Pi, California Theta Chapter   Fall 2014 to Present
Chair of Recruitment: 2015 Spring Semester

John Smith

4875 Inglewood Avenue
Redondo Beach CA 90278
Cell: (310) 316-0932
Email: JSmith@ucla.edu

23 November 2013

Dr. Emanuel Fields, Personnel Director
McDuff Inc.
2520 Cimarron St.
Los Angeles, CA 90018

RE: Electrical Engineering Internship

Dear Dr. Fields,

My academic advisor, Professor Sam Singleton, informed me about an electrical engineering internship at McDuff, where he worked until last year. I am writing to apply for the position.

I understand that McDuff is making a major effort to build a full-scale equipment development laboratory. That prospect interests me greatly, because of my academic background in electrical engineering. At CSULB, I took courses in several subjects that might be useful in the lab's work – for example, microprocessor applications, artificial intelligence, and fiber optics.

Also, related work at Jones Energy & Automation, Inc. has given me experience building and developing new electronics systems. In particular, my work as an assembler taught me the importance of precision and quality control. I would like the opportunity to apply this knowledge at McDuff.

Enclosed is my résumé, which focuses on the skills gained from my work experience and academic coursework that would transfer to your firm. I would appreciate the opportunity to discuss my qualifications with you. Should any questions arise concerning the information on my résumé, please do not hesitate to contact me through the email address or telephone number provided above.

Thank you for your time and consideration. I look forward to our meeting in the near future.

Sincerely,

John Smith

John Smith

4875 Inglewood Avenue
Redondo Beach CA 90278
Cell: (310) 316-0932
Email: JSmith@ucla.edu

OBJECTIVE:

Seeking an internship position in electrical engineering with an emphasis in the avionics and electronics industry.

EDUCATION:

California State University, Long Beach. Long Beach, California.
Bachelor of Science, Electrical Engineering, Degree expected May 2014.
GPA: 3.27 (out of 4.00).

RELEVANT COURSEWORK:

Analog Electronic Circuits, CSULB   Spring 2011
• Analysis and design of diode, bipolar junction transistor, field-effect transistor, MOSFET, and CMOS circuits.

Digital Logic Design.
•…………………

RESEARCH PROJECTS:

California State University, Long Beach.   Fall 2013
Research Assistant, Vibrotactile Device to Enhance Residual Limb, in progress.
•Aid in designing a ……..

TECHNICAL SKILLS:

MATLAB, C++/C, Simulink, Microsoft Word, Excel, PowerPoint.

LANGUAGE SKILLS:

Fluent in English and Korean.

EXPERIENCE:

2009 – Present. Curtiss Wright Controls, City of Industry, California
Internship in mobile and wireless group.
•………..

HONORS AND PROFESSIONAL MEMBERSHIPS:

California State University, Long Beach.
•President's Honor List, Fall 2010, Fall 2011.
•Dean's Honor List, Spring 2011.

IEEE National and Student Member.
Eta Kappa Nu. Webmaster, Fall 2012.

REFERENCES: Available on request.