



Cover Letter, Resume, Reference Page and Business Card Sample

-Information Systems Major-

Bus. 313 (Administrative Communication)

Dr. Kim Hogelucht

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have been changed for purposes of confidentiality.**

Katherine Kittredge

3345 Via Cangrejo | San Diego, CA | 92121
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January 26, 2017

Justine Smith
Undergraduate Campus Talent Acquisition
GEICO
5260 Meredith Ave, Chevy Chase, MD.

Justine,


I am currently seeking a position as a project analyst with an established and successful company that is innovative in the technology industry, and shows passion for its clients and employees. I became informed of your need for a Project Analyst through your careers website. I am very interested in GEICO because of the opportunities to test my skills while also learning, building new skills, and exploring different work areas in the technology and business environments. Due to my past and current work experience along with my passion for creativity and innovation, I am certain that would be an ideal candidate for this position.

My work experiences have helped me to develop excellent communication, presentation, and independent learning skills. This past summer I worked as a Technology Development Intern for Optum Technology in Boston. My title as an intern was more specifically a Systems Analyst. I frequently held meetings with important business contacts to get the information necessary to progress the development of our big data project. It was necessary that I be aware of the project's progression for these meetings, and this awareness of the project as a whole would be a great skill for me to contribute to GEICO as a project analyst.

In my current position as the Strategic Relations Director for Stratplan, I have had the opportunity to utilize my creative skills in a variety of ways. I regularly write and create content for our website, while also maintaining the company's social media accounts by finding creative ways to attract our market and maintain relationships with them. Not only do I contribute creativity in marketing, I also regularly find innovative ways to solve problems in the departments of web development and logistics.

Due to my previous work experience and passion for creativity, I believe you will find I am an excellent candidate for this position. I would be happy to meet with you to discuss this opportunity. You may reach me at (714) 353-1103, or I will call to follow up within the next two weeks. Thank you for taking the time to consider my credentials.

Sincerely,



Katie Kittredge

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EDUCATION

Point Loma Nazarene University, San Diego, CA **September 2013 – Current**
B.S. Information Systems Graduation Date: May 2017
Cumulative GPA: 3.9

TECHNICAL SKILLS

Languages
Java, C++, Visual Basic, R

Web Development
HTML & CSS

Applications
MS Excel & Word

WORK EXPERIENCE

Tutor, Lab Assistant and Grader **September 2014 – Present**
Point Loma Nazarene University: San Diego, CA

- Create solutions for problems and check solutions with professors
- Grade students' homework and return graded papers to professors in a timely manner
- Assist students struggling to understand concepts

Strategic Relations Director and Co-Founder **September 2016 – Present**
Stratplan: San Diego, CA

- Drive business-wide strategic decisions
- Maintain a positive social perception of SuppLuxe through marketing and social media
- Advise the CEO on all marketing decisions

Technology Development Program Intern **June 2016 – August 2016**
United Health Group: Boston, MA

- Worked on a scrum team as a Systems Analyst on a big data management project
- Held meetings with businesses to obtain information necessary for project progression
- Acted as a liaison between the business and development sides of production

Summer Research Intern **May 2015 – July 2015**
Point Loma Nazarene University: San Diego, CA

- Researched statistical applications in R and used findings to write programs
- Communicated progress with advisors on a daily basis
- Explained advancement and findings to professors and other research students

AWARDS AND ACTIVITIES

Dean's List, Point Loma Nazarene University (PLNU)	2013 - Current
Science Honors Scholarship (PLNU)	2013 - Current
Math/Computer Science Alumni Fund (PLNU)	2015 - Current
Point Loma Nazarene University Coding Club – President and founder	2015 - 2016
MICS Department Chapel Band leader (PLNU)	2015 - 2016
Society of Information Managers Scholarship Recipient (San Diego)	2016
Homeless Ministries (PLNU)	2014 - 2015

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REFERENCES

Martha Mathwiz, Ph.D.
Associate Professor of Mathematics
Point Loma Nazarene University
3900 Lomaland Drive
San Diego, CA 92106
619-846-2223
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Relationship: Supervisor for Statistics Grading

Rob Reading, Ph.D.
Chair of Mathematics, Information, and Computer Sciences
Point Loma Nazarene University
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Relationship: Supervisor

Lillian Fisher, Ph.D.
Professor of Computer Sciences
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Relationship: Academic Advisor

SAMPLE BUSINESS CARD

****Contact information has been changed for purposes
of confidentiality***

-FRONT SIDE OF CARD-



-BACK SIDE OF CARD-

