



Job Application Letter and Résumé Sample #3

Handout courtesy of Ruijie Zhao

Note: Name and contact information have been changed to protect author's privacy.

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March 17, 2015

Chris Mopes
Electrical Division Hiring Manager
Byron Generating Station
4450 North German Church Road
Byron, Illinois 61010-9794

Dear Mr. Mopes:

I am writing in regard to the position of Maintenance Electrician B that has just opened at Byron Generating Station. I first heard of the position through my husband and then found the listing on Monster.com. My husband currently works as an electronics technician at Exelon's in Clinton, IL power plant. He has told me much about Exelon's endeavors to provide inexpensive and safe forms of sustainable energy to the populous. I have witnessed first hand the lengths Exelon has gone to, to support surrounding communities. A simple walkthrough of my neighborhood revealed all the local parks and playgrounds Exelon has helped sponsor. In observing my own husband's enthusiasm at being apart of Exelon's team and seeing tangible evidence of a company that truly cares about its employees as well as its community, I have been extremely motivated to become a member as well.

I believe I have many skills and talents that would benefit the Exelon family greatly. With the six years of nuclear training I have already received from the military, it would take little to no time at all to complete training and get out into the field. As head of the Primary Electrical Maintenance Division on board the USS George Washington, I planned and monitored maintenance on all electrical systems associated with the primary side of the nuclear reactor. My training has also prepared me to work under emergency situations, including how to recover from electrical fires and subsequent power outages. With the experience I have in leading others through maintenance practices, I am confident that I could also fill or help out with training roles when needed. I consider myself to be well rounded when it comes to the trade of electrical maintenance and repair. However, I am always willing to learn new skills and take on new responsibilities.

In my enthusiasm I could rattle on about how rewarding it would be to work for a company like Exelon or about the skills and talents I have to offer. However, I am reluctant to take up anymore of your time at this moment. I have enclosed my resume which should give you more insight into my professional background. I would sincerely appreciate discussing more of what I have to offer Exelon, with you, during an interview. In the meantime, please do not hesitate to contact me via phone or email if you have any immediate questions concerning my resume. Thank you very much for your time.

Sincerely,

Shalonda Ferry

Enclosure: Resume

Shalonda Ferry

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Highlights of Qualifications

Skills and Credentials

- Proficient in Microsoft Office and Access Software.
- Successful in learning and comprehending new systems and methods.
- Excellent teacher/trainer; patient and effective when working with a wide range of personalities.
- Self-motivated and confident in making independent decisions.
- Qualified as a nuclear power plant watch stander (Watches Qualified: Propulsion Electrician, Electrical Operator, Throttle-man, Ship's Generator Watch, Shutdown Reactor Operator)
- Active Secret Security Clearance

Education and Training

School and Year(s) Attended

- Nuclear Propulsion Plant Operator Reactor Control School (2004)
- Nuclear Power School (2004)
- Nuclear Field "A" School-Electronics Technician (2004)
- Introductory Military Training (2003)
- Hughes Center High School - Zoo Academy / GPA 4.0 (1998-2002)
-Received Vocational Degree in Animal Care and Conservation

Employment History

The United States Navy

- IL/SC/NY/VA - Electrician's Mate (Nuclear) - Feb 2003 to Feb 2009

Aspen Amber Park Retirement Community

- Cincinnati, OH - Food Service Worker - Sept 2002 to Dec 2002

Cincinnati Zoo and Botanical Gardens

- Cincinnati, OH - Assistant Zookeeper - May 2002 to Sept 2002

Related Employment Experience

Management, Supervision and Training

- As Assistant Line Supervisor of Reactor Plant Electrical Team,
-Developed then tasked and monitored 5 personnel with periodic maintenance
-Maintained and audited Reactor Plant maintenance records
- As Assistant Line Supervisor of Fleet Tool issues Electrical Shop
-Developed, administered and documented monthly training for 15 personnel
-Managed shops safety program ensuring all personnel were up to date with and adhering to current safety guidelines
-Served as Lost Materials Manager: Audited inventory, charged delinquent organizations for missing, lost or stolen equipment

Organization and Customer Service

- Helped organize over 20 fundraising events as an Assistant Morale Welfare and Recreation Representative
- Organized and implemented new system for taking tool inventory
- Resolved wide range of customer problems including:
-Delinquency issues concerning checked out equipment

Maintenance and Repair

- Performed safety checks on over 100 types of portable electric and pneumatic tools
- Performed periodic maintenance on small/large motors and controllers
- Performed emergency/standard repairs on over 100 types of portable electric, pneumatic and reactor plant electrical equipment