

Student Resume and Cover Letter Reflection and Sample 1

By Elvis Garramone

Fall 2020

Why did you choose to submit this piece of work for the renewable assignment?

I chose to submit this piece of work because this assignment was the best grade I had received in this course. I also did a fantastic job on this assignment and I think this can give a lot of information for future students who use this as reference.

Why did you choose to license your product with the specific CC license?

This licence from Creative Commons was given to me because I want the credit for my paper. I also don't want anyone taking my paper and changing it because I had put the hard work into it. Other than that, future students may only use this as a reference, not as a paper to copy.

What did you learn about business writing from this assignment?

I learned that resumes are very important in the world today. This piece of paper is what you have to sell to the employer. If they like the way you present yourself, and with the way you present your resume, you will most likely get a job you desire.

How can your business writing sample be applied to the real world of business?

Resumes are used all around the world in businesses. When you want to hire someone, the resume is usually the first thing they bring to show what he or she has accomplished. Hopefully with my report, students in the future can use this as a reference.

View sample on next page.



Elvis R. Garramone
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New York, NY 10022
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elvis_aiea@gmail.com

August 22, 2020

Mr. Joe Carabus
Neuralink Manager
3180 18th St, Ste 100,
San Francisco, CA 94110

Dear Mr Carabus:

I was excited to hear about the opening for Electrical Engineer / Implant Systems at Neuralink on your company website. My 5 years of experience in Electrical Engineering, impeccable communication skills, and ability to think outside the box will benefit Neuralink's aim to become the world's first human implant interface with technology.

For the past 5 years, I have been working at SpaceX as an Electrical Engineer. At SpaceX, I design and conduct research programs for the Electrical department and test electrical systems with the intention of enhancing the company's innovation. I had been personally recruited by Elon Musk when I Interned at SpaceX during my college years studying engineering and minoring in physics. My job currently consists of coding C/C++ and applying ME CAD tools such as Solidworks and AUTOCAD. With that being said, the vision for Neuralink is nothing like any other, and that out of the box thinking is what I envision myself doing to help many, if not millions. Above all, I also am a strong believer in helping the community, and with the way Neuralink is shaping the interface with technology, it is safe to say that you're heading in the right direction which I want to be a part of.

Please review my attached resume for more information. I look forward to meeting with you to discuss my expertise and any questions you may have when you begin the interview process. Please feel free to contact me at (808) 123-4567 or at elvis_aiea@gmail.com.

Thank you for your time and consideration!

Sincerely,



Elvis R. Garramone

Elvis Garramone

725 5th Ave, New York, NY 10022, (808) 123-4567, elvis_aiea@gmail.com

Objective

I am an Electrical Engineer seeking to obtain an opportunity to showcase my skill with an innovative company that helps the community.

SKILLS

- Ladder logic
- Operational analysis expert
- Professional engineering license
- C/C++, JHDL, Python, and Javascript expert
- Test bench design PCBs
- Sensors, power management
- Hardware experience with MCU/FPGA
- Experience with BLE, WIFI, Zigbee

EXPERIENCE

08/2015 to Current Electrical Engineer SpaceX - San Francisco, CA

- Built, calibrated, and maintained electrical instruments used in the design development process With PCBs for highly power and size constrained applications.
- Examined on-site electrical systems and equipment to identify faults and devise design corrections for development systems and devices.
- Utilized C/C++ software to develop electrical schematics needed for projects and trials.
- Documented key information regarding the operation, issue resolution, and monitoring of PLC and Human Machine Interface systems for compilation in technical manuals.
- Utilized CAD drawings to provide design documentation.
- Initiated meeting of electrician contractors to improve communications and convey project expectations and requirements.
- Collaborated with mechanical engineers to resolve product development and maintenance issues.

EDUCATION

05/2011-2015 Stanford University - San Francisco, CA

- Major in Electrical Engineering (BS Degree)
- Minor in Physics
- Ranked Top 1 % of the class
- 4.0 GPA

Job Applied For:

Electrical Engineer, Implant Systems

FREMONT, CA /ENGINEERING /FULL-TIME

[APPLY FOR THIS JOB](#)

Neuralink is developing ultra-high bandwidth brain-machine interfaces to connect humans and computers. We are building a team of multidisciplinary experts passionate about making a world-changing impact.

About the role:

Join the implant systems team and be part of an elite team of engineers working on high-performance, safety-critical embedded systems for the next-generation brain-machine interfaces. We are looking for an experienced, hands-on electrical engineer for implant electronics board design, integration with our custom chips, testing, and quality control. You will own advanced projects, not only working on incremental changes, and be an integral member of a small, fast-moving team. You will be working on all phases of board design (part selection, schematic design, layout, and bring-up) as well as work closely with chip designers, robotics, mechanical engineers, and microfabrication experts for system integration.

About you:

- You find large challenges exciting and enjoy discovering and defining problems as much as solving them.
- You deliver. You may enjoy thoughtful conversations about problems and perfecting designs, but in the end, you know that what matters is delivering a manufacturable solution that works every time.
- You are a cross-disciplinary team member. You are excited to work with and learn from software, mechanical, electrical, materials, biological engineers, and neuroscientists. You are comfortable communicating across teams.
- Resourceful, flexible and adaptable; no task is too big or too small.

Key qualifications:

- 5+ years of experience designing PCBs for highly power and size constrained applications.
- Extensive experience with all phases of PCB design (part selection, schematic, constraints, library management, board layout)
- Fluency with PCB CAD tools (Altium, Eagle, KiCad, Allegro).

- Experience with sensors, power management, and signal/power integrity.
- Experience with wireless systems (BLE, WIFI, Zigbee).
- Experience building and bringing-up hardware with MCU or FPGA.
- Comfortable with common communication protocols (SPI, UART, I2C, etc.).
- Strong EE fundamentals and HW/SW debugging skills with lab equipment.

Preferred qualifications:

- Experience with firmware development for embedded systems (C/C++).
- Proficiency with ME CAD tools (Solidworks, AutoCAD)
- Experience with FEM/FDTD simulation tools and antenna designs/testing.
- Prior work or experience pushing hardware systems through FCC/FDA approval process.

What we offer:

- An opportunity to change the world and work with some of the smartest and the most talented experts from different fields.
- Growth potential. We rapidly advance team members who have an outsized impact.
- Flexible vacation policy.
- Excellent medical, dental and vision insurance through a PPO plan.
- Meals provided.
- Stock options.

Neuralink provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic information or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.