

Due electronically by the start of class on *Thursday* 3 February 2011

Grading: 60 points for writing, 40 points for professional practice

Suppose I forward to you the attached email from Prof. Melton containing a (real) job advertisement for local internships for summer 2011.

Assume you would like to explore working for a large company such as FirstEnergy and are looking for a summer 2011 internship. Write a cover letter to Ryan Clegg expressing your interest, and also write an appropriate resume based on your own education and work experience. Follow the advice of Ms. Salina DuBose, the Career Services counselor who offered resume and cover letter advice on Thursday 27 January.

Type your *cover letter* into a word processor such as Microsoft Word, Open Office, or Google Docs. Save the cover letter in .DOC, .DOCX, or .PDF format, and use **your last name**, a dash, and “**CoverLetter**” as the name of the file – e.g., “Walker-CoverLetter.doc”.

Type your *resume* into a word processor such as Microsoft Word, Open Office, or Google Docs. Save the resume in .DOC, .DOCX, or .PDF format, and use **your last name**, a dash, and “**Resume**” as the name of the file – e.g., “Walker-Resume.doc”.

Submit the two files containing your cover letter and resume to me electronically, via *a single email* to walker@cs.kent.edu or rawalke1@kent.edu with “**Homework 1**” as the subject of the email. I will reply to your email to confirm the receipt of your assignment.

From: "MELTON JR, AUSTIN" <amelton@kent.edu>
Subject: [cs-ugrad] Summer 2011 IT Software Development Internship - Akron, OH - FirstEnergy
Date: January 24, 2011 5:18:57 PM EST
To: "ugrad@cs.kent.edu" <ugrad@cs.kent.edu>
Cc: "MELTON JR, AUSTIN" <amelton@kent.edu>
▶ 2 Attachments, 90.7 KB



FirstEnergy in Akron has an award-winning IT Internship Program, and FirstEnergy is currently seeking to hire five new paid software/application development interns for the upcoming Summer 2011.

Interested students may contact Ryan Clegg by phone at (330) 252-6371 or email at rclegg@firstenergycorp.com or apply online at www.firstenergycorp.com/career_center.

Best regards,



Austin Melton [IT Programm...oc \(39.0 KB\)](#)

Ryan Clegg
Corporate College Recruiter
FirstEnergy Corp.
76 S. Main St.
Akron, OH 44308
Phone: (330) 252-6371
Fax: (234) 678-2130
Email: rclegg@firstenergycorp.com
www.firstenergycorp.com/career_center

Co-op/Intern Program

cs-ugrad mailing list
cs-ugrad@listmail.cs.kent.edu
<https://listmail.cs.kent.edu/mailman/listinfo/cs-ugrad>

Job Family: I.T. / Full-time Intern	Job Title: IT Intern/ Summer 2011
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About the Opportunity

As an IT Programming & Development Intern at FirstEnergy, you will have an impact on the team's success. Based on your academic discipline, as well as the department and projects you are assigned to, selected candidates may:

1. Work closely with IT Business Integration Specialists, IT Technical Specialist Analysts and various FirstEnergy Business Units.
2. Assist in transforming Business Intelligence (BI) at FirstEnergy by working with the resources, processes and technologies that design and deliver value-added BI solutions.
3. Provide solutions that meet the challenge of data collection and data transformation.
4. Provide timely information that enables critical decision making for FirstEnergy.
5. Deliver IT solutions and help achieve business goals.
6. Assist with both technical and testing activities on various development platforms such as Java, MS.NET, SAP ABAP, and XML.
7. Perform work with portals, document management, mobile technologies, and SAP.
8. Collaborate with other FirstEnergy business units, as well as other departments of IT, to complete projects.
9. Complete Process, Integration and Stress testing for application projects or upgrades.

You will also have the opportunity to participate in the Co-op/Intern Professional Development Program, which is designed to cultivate professional skills and provide professional level work at FirstEnergy. Each participant will receive a personalized development plan, on-the-job training, and challenging assignments to refine skills and round out competencies.

Requirements

1. Currently enrolled in a Bachelor's degree program at an accredited university/college with a major in **Computer Science, Information Technology, Computer Technology, Information Science or related major**.
2. Declaration of a software development-related track within one of the academic programs listed above highly preferred.
3. Maintain a minimum cumulative **GPA of 3.0**.
4. Must be a U.S. citizen or green card holder.
5. Basic computer programming skills, as well as completed coursework in one or more robust coding languages (i.e. JAVA, C++, MS.Net).

6. Willingness to undertake assignments involving unfamiliar subjects, with the aptitude to learn quickly.
7. Ability to work in a virtual environment with remote colleagues utilizing virtual technologies.
8. Sound understanding of Microsoft Office line of products, especially Word, Excel and Powerpoint.
9. Selected candidates must have strong communication skills and able to work with minimal supervision.
10. Organizational skills to prioritize and plan work, multi-task and meet schedules.
11. Able to work in a team environment with a constant focus on safety.
12. Highly motivated to work independently and productively, with an aptitude to learn quickly.
13. Analytical skills to resolve problems and think creatively.

Possible Work Locations:

1. West Akron Campus (Akron, OH)
2. Reading office (Reading, PA)