

Kyle Carter

3345 Cape May Ct. – Dumfries, VA 22026 – (703) 220 2280 – kcarter2@nd.edu

Objective:

To work in an automotive design position where I can appropriately utilize my degree in Industrial Design from the University of Notre Dame.

Education:

Potomac Senior High School

08/2001 - 06/2005

Cambridge Honors Program Student

- ◆ Captain Varsity Tennis - 10th - 12th grade
- ◆ Northern Virginia Regional President of the Virginia Technology Student Association (TSA) - 10th -11th
- ◆ State First Place award for Manufacturing Prototype competition at TSA competition - 11th

The University of Notre Dame

08/2005 - Present

Will graduate - 05/2009

B.A. in Industrial Design, College of Arts and Letters

Experience:

Vector Marketing

05/2006 - Present

Prince William Chapter
Manassas, VA

Cutco Sales Representative

- ◆ 85% sales ratio and 4 customer recommendations per appointment
- ◆ Present and sell high-end cutlery to preferred customers by qualified appointment
- ◆ Prepare order forms and handle money payments
- ◆ Manage time schedule of appointments

Reckers - University of Notre Dame

08/2005 - Present

Notre Dame, IN

On-Campus Restaurant Employee

- ◆ Greet customers and take register orders
- ◆ Handle register money
- ◆ Handle food products

- ◆ Perform responsibilities

Cutters Landscaping

06/2005 - 08/2005

Montclair / Woodbridge, VA

Landscaper

- ◆ Serviced and maintained heavy and expensive lawn equipment such as weed-wackers, lawnmowers, and leaf blowers.
- ◆ Performed landscaping responsibilities such as cut hedges, mow lawns, and fertilize properties

Ruby Tuesday's

08/2004 - 02/2005

Woodbridge, VA

Restaurant Host

- ◆ Greeted and seated customers
- ◆ Fielded company telephone inquiries
- ◆ Controlled flow of customers and amount of customers per server
- ◆ Occasionally took food orders
- ◆ Performed custodial responsibilities

Accomplishments:

- ◆ Pioneer Student Leadership Academy Intern - 05/30/06 - 06/09/06
- ◆ Member of Wabruda at University of Notre Dame

Kyle Carter
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Dumfries, VA 22026

Home: (703) 445 8286
Cell: (703) 220 2280

6/4/06

946 Woodward Ave.
Detroit, Michigan 23948

Dear Mr. Dumas,

I am applying for the automotive design position offered by General Motors through your summer intern program described on your corporate website. I am currently enrolled at The University of Notre Dame and I am working towards a B.A. in Industrial Design through the College of Arts and Letters.

My interest in cars dates back to my early childhood when my mother bought me my first Hot Wheels cars, in fact, my first two were a silver Ferrari F40 and purple Nissan Pathfinder. If you ask my parents they will gladly tell you how I would separate the cars by company and color at the age of 5. I began reading Motor Trend magazine at 6 and I still read it today. My allegiance to General Motors began when I first found out that the red car my mother was driving around was known as a Chevrolet Camaro. It was a red 1984 Camaro with the carbureted 2.8 Litre V6 and T-tops. That story simply illustrates how much I love General Motors. My Uncle Wally has been the biggest influence on me to come work for General Motors. He was a Master Mechanic for General Motors in the 50s and 60s and received numerous awards for amazing customer service and quality of work. The following resume provides further information on my education, employment, background, and work experience.

I would welcome the opportunity to meet you and learn more about your summer internship position. I will be in South Bend, Indiana throughout the school year. I will call you to discuss the possibility of setting up an appointment for further discussion.

Sincerely,

Kyle R. Carter

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