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Recruiter or  
Future Employer

Dear Sir or Madam,

I was thrown head-first into the computing industry when I arrived as an undergraduate student at Georgia Tech sixteen years ago. My scholarships and financial aid package didn't leave me much room for recreation, so I decided to look for work immediately on campus. I had written a video game as a Science Fair project in high school, so I looked into the computing environments on Tech campus. I landed a supervisory position manning a lab-full of IBM PC XTs on a Waterloo token-ring network and things pretty much snowballed from there.

The computing environment at Georgia Tech was phenomenal. They had one of everything, and multiples of all the fun things. I worked on *everything* I could get my hands on: assisting with student projects as a user consultant, freelance debugging in an armload of different languages, porting software between platforms, designing educational software, recommending hardware and different architectures for projects, etc. No matter where I go, I end up doing the same things. I guess I've discovered what I'm good for.

Over the years, I've exposed myself to every facet of the industry in a hands-on fashion. I've worked in training, interface design, application design, platform selection, system architecture, system administration, network design (LAN, MAN, & WAN), network administration (ditto), system integration (a specialty of mine), and lately I've worked on developing business plans and marketing strategies for companies that use and promote modern communication and business integration technologies.

My greatest strength is my ability to communicate. I can listen to anyone with an ear towards understanding his or her needs and help him or her develop an approach to satisfying those needs. I can instruct without lecturing, explain without belaboring, and encourage without overwhelming. And I can listen. It's worth saying it twice.

I am clever and honest and ethical. I genuinely like people *and* technology -- a rare combination. I *understand* both people and technology -- and that's even more rare. I prefer it when people and their technological solutions get along seamlessly, and I take pride in the fact that I can make that happen.

Please consider me for any position for which you feel I would be qualified. Contact me at the above phone number or e-mail address for further information, clarification, or to schedule an interview.

Respectfully,

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# James Sheldon Cosby

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**SEEKING** a challenging position in the field of information technology in which I will use my creativity, ingenuity, and lengthy experience with the technical marketplace to build worthwhile solutions and next-generation applications

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**BEEN THERE** Georgia Institute of Technology, Atlanta, GA  
studied Chemistry, Psychology at the undergraduate level

Aug 1985 -  
Jun 1989  
Good Standing,  
180+ credits

Harris County High School, Hamilton, GA

class of 1985  
Valedictorian

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**Developer/Application Designer -- Orbitools, Atlanta, GA** (affiliate of Station To Station, Inc.)  
enterprise-scale application design, development, planning, architecture, integration, implementation for modern internet-based marketing and communication applications

Jun 2000 -  
Sep 2001  
full time,  
salaried

**IT Manager -- Station To Station, Inc., Atlanta, GA**  
provided guidance and support for modernizing the IT infrastructure of a leader in the Metro Atlanta printing and pre-press market, integrating many different varieties of servers and workstations seamlessly into a solid, high-performance network, including adding and supporting many new internet, intranet, and extranet services.

Jun 1995 -  
Jun 2000  
full time,  
salaried

#### The Contractor Years:

- DONE THAT**
- System Analyst -- The Cabot Corporation's NACB Division, Atlanta, GA (10 months)
  - Technical Support Consultant -- The Coca-Cola Company (World HQ) Atlanta, GA (12 months)
  - Technical Support Consultant/Graphic Arts Consultant -- Georgia Assessment Project (Georgia State University), Atlanta, GA (10 months)
  - Technical Support Specialist -- School of Literature, Culture, and Communication, Georgia Institute of Technology (10 months)

Aug 1990 -  
Jun 1995  
full time, hourly

#### The Student Years:

- User Assistant/Consultant, Office of Information Technology/Office of Computing Services, Georgia Institute of Technology (1 year + 4 months)
- Student Assistant, School of Chemistry Computer Lab, Georgia Institute of Technology' (3 years + 3 months)

Jan 1986 -  
Jun 1990  
part time to full  
time, hourly

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I've seen it all. PDAs to mainframes, AppleTalk to Gigabit ethernet, 300 baud acoustic modems to OC# fiber optic WAN links, small start-ups to multinational corporations. None of it scares me anymore.... My job has always been to make everyone and everything get along: users, operators, managers, PCs, Macs, Windows, Unix, ethernet, token ring, file servers print servers, LAN, WAN, RAS, desktop, palmtop, network room, server farm, internet, extranet, firewalls, routers, switches, hubs, software, hardware, middleware, groupware. I've worked with systems at all levels of the OSI Networking Model plus the most important one: the people who rely on the technology.

- ON THE T-SHIRT**
- **Personable:** excellent skills in dealing constructively, politely, and comfortably with clients, coworkers, and supervised personnel
  - **Responsible:** willing to take responsibility for failures as well as successes and eager to expedite compensation, repairs, prevention, and improvements
  - **Technically adept:** superb skills with a large number of platforms, protocols and applications, including the arenas of operation, instruction, installation, and integration
  - **Problem solver:** logical, competent, and swift in investigating and tracking quirks in a system, devising new procedures to eradicate the problem or work-arounds until permanent repairs can be made
  - **Quick study:** able to learn new technology quickly and easily from either human instruction or manuals and tutorials, accelerate rapidly to competency, and effectively pass on the new knowledge to others by way of personal instruction or easy-to-understand documentation
  - **Team player:** willing to ask others for help when necessary as well as quick to offer assistance
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References available upon request.

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