

752 Levis Road  
Portersville, PA 16051

January 4, 2012

To Whom It Concerns:

I am interested in any internship or summer job positions you may have available. I feel I could be a possible match for a company in the oil and gas industry, as my Energy, Business and Finance major at Penn State University is giving me both the field work and business knowledge of the energy industry. The major Energy Business and Finance, offered jointly by Penn State's College of Earth and Mineral Sciences and the Smeal College of Business, combines training in business, economics, finance, and the physical sciences with the core of courses focusing on energy and related industries.

Since 2008 I have worked for a development company, doing everything from labor work to running machines and managing my own crew. I have practical in-field experience, and know unexpected things can happen. Now that my college education is helping to develop my skills in business and professional practices, I feel more and more confident in what I can offer an organization. I will take on any task that is asked of me; in my view anything one engages in provides experience to build off of and apply later in life. I savor any opportunity to learn something new, no matter what it may be.

Throughout my college years, I have been one to never waste a free moment. During the summer months I work an average 50 plus hours a week and work numerous weekends throughout the school year. Also, continually helping on my parent's small farm to make life easier for them.

Work ethic is something I pride myself on; I believe it will tell you more about a person than any degree or letter. I do enjoy learning and interacting with new technology, people and places. At this point in my life, I am hungry to learn new information and skills and I believe that getting hands on real work experience in the oil and gas field can help me gain invaluable knowledge in the ever growing energy industry. Thank you for your time and consideration.

The attached resume further outlines my skills, work experience and education. I can be contacted at anytime by phone (724-290-1878) or email (jrr5264@psu.edu) at your convenience.

Sincerely,

John Rufer

# John Rufer

752 Levis Road Portersville, Pa, 16051, 724-290-1878,

jrr5264@psu.com

## Objective

- ♦ To obtain an intern position in an energy company

## Education

**The Pennsylvania State University, University Park PA**

B.S. Energy, Business, and Finance

May 2013

## Academic Experience

- Microeconomic Analysis and Policy
- Macroeconomics Analysis and Policy
- Natural Geology
- Historical Geology
- Esri ArcGIS (GIS)
- Global Finance for Energy and Materials Industries
- Financial and Managerial Accounting
- Legal Environment of Business
- International Business Operations

## Experience

### **Allegheny Excavating Inc. Sewickley, Pa (June 2008-present)**

- Manage all site erosion control installation (silt fence, rock filters etc.) and any arising issues
- Develop operation skills on larger pieces of Caterpillar equipment doing site development work
- Acquire installation experience in storm drain, sanitary, and water lines
- Carry out various machine maintenance, and repair
- Attained fabrication knowledge for various construction needs, torch work, welding, silt fence, etc

### **Spartan Specialty Services Inc. New Castle, Pa (June 2010-present)**

- Assist in project coordination for hazmat clean up
- Collect, handle and disposal of various industrial chemicals
- Contain and sample chemicals, sort to all current hazardous chemical standards

## Activities

- Esri ArcGIS research project on Timber Rattlesnake locations in New York
- Penn State Behrend Leadership Unlimited Team member 2009-2010
- Earth and Mineral Science Undergraduate Student Council member
- Energy, Business Finance Society member
- Blue and White Society member
- Relay for Life volunteer
- The Pittsburgh Regional Rube Goldberg Machine Contest (RGMC) team captain 2007-2009

## Special Skills/ Certifications

- Esri ArcGIS Web Course Completion Certificate
- OSHA 40-hour hazardous waste training
- Heavy Equipment Operation certificate
- Introductory knowledge in AutoCAD
- Basic understanding of Spanish and German language
- CPR Certified
- Proficient in Microsoft Word, Excel, and PowerPoint