



MILES GOETZ

ABOUT ME

Hi there! My name is Miles Goetz, and I'm interested in becoming a technical writer within your company. I'm always looking for new ways to experience the world, and I always seek to add to my general fund of knowledge.

I have spent the better part of my life around relations of mine who work in engineering, physics, and mathematics. My strengths lie in writing and editing, so, in keeping with family tradition, I have decided to venture into the field of technical communications to best make use of these skills.

My previous work experience has, I believe, prepared me well for a position within your establishment, and I would like nothing more than to hear back from you.

Sincerely,
Miles Goetz.

CONTACT

PHONE:
206-549-5179

EMAIL:
seinundzeit2028@gmail.com

EDUCATION AND CERTIFICATION(S)

Henry M Jackson High School

2009 - 2013

Graduated with a 3.9 GPA; member of the Dean's list; departmental scholar award in U.S. History.

Arizona State University (Online)

2020 - present

Studying for a degree in Technical Communications.

National Writers Union

2021-present

Society for Technical Communication

2021-present

WORK EXPERIENCE

QFC-Cashier and Dairy Lead

March 2019–January 2020

Job entailed ringing up customers, conducting Instacart orders, stocking dairy, and off-loading freight.

Super Supplements-Health Enthusiast

August 2017–December 2018

Responsibilities included: ringing up customers; developing and maintaining knowledge regarding products and their intended effects; community welfare participation; and intercompany communication.

Fred Meyer-Natural Foods Clerk (Seasonal Position)

October 2015–January 2016

Responsibilities consisted of stocking shelves, general cleaning, and placing orders.

HOBBIES

Book Collecting
Martial Arts
Composing Music
Weight Training

Technical Writing Intern at Wakuu Enterprises

July 2021-October 2021

I wrote articles on several subjects pertaining to medical and defense engineering. I submitted my articles to my supervisor for approval, made appropriate adjustments, at which point we were given the go-ahead to post our work on the website.

SKILLS

- Over five years of customer service experience.
- Proficient in use of Microsoft Word, Excel, and Powerpoint.
- Proficient in German.