

55 Daniels Street  
Hopedale, MA 01747

April 14, 2020

Mr. Michael Norton, President  
Electronics & Engineering Technology  
65 Pleasant Street  
Upton, MA 01568

Dear Mr. Norton:

Thank you for the opportunity to apply for the electronics technician position at your company. After reviewing the job description, it's clear you're looking for a candidate who is familiar with the responsibilities associated with this role, and who can meet these requirements with confidence. I am currently a senior at Blackstone Valley Tech majoring in electronics and I am sure that my technical skills and my passion for electronics are a great match for this position.

I am a hard-working vocational student who has been praised often by my instructors and classmates for the quality and accuracy of my work. I've developed a skill set directly applicable to this work over the course of my BVT experience, as you can see upon reviewing my resume. Overall, I have consistently demonstrated leadership, punctuality, and efficiency in every aspect of my career-technical work at BVT.

After reviewing my resume, I hope you will agree that I am the type of outstanding and effective candidate you are looking for. I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 617-651-6919 or by e-mail at [tbuckley@tabwebsites.com](mailto:tbuckley@tabwebsites.com). I have enclosed my resume for your review.

Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

Thomas Buckley  
Enclosed: Resume

**Thomas Buckley**  
**55 Daniels Street**  
**Hopedale, MA 01747**  
**617-651-6919 | tbuckley@tabwebsites.com**

## **OBJECTIVE**

Dedicated high school student seeking an entry level job – one that will facilitate the use and growth of my vocational skill set, while benefiting the organization.

## **EDUCATION**

Blackstone Valley Regional Vocational Technical High School  
65 Pleasant Street, Upton, MA 01568  
Vocational Program: Electronics & Engineering Technology, Class of 2020

## **CAREER-TECHNICAL SKILLS & EXPERIENCE**

### **Technical Skills**

- Build, test, and modify product prototypes using working models or theoretical models constructed with computer simulation.
- Write detailed functional specifications that document the hardware development process and support hardware introduction.
- Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
- Discuss with engineering staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements of overall system.
- Select hardware and material, assuring compliance with specifications and product requirements.
- Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.

### **Career Skills**

- Outstanding attendance record, always punctual.
- Plans time and work schedule effectively with minimal prompting.
- Sees projects through to completion, confirms quality and accuracy.
- Works efficiently and productively with limited supervision.
- Comfortable and natural in leadership roles.
- Adept at taking the lead on workplace projects and activities.
- Well spoken – communicates professionally, in a clear, concise manner.

## **CERTIFICATIONS**

OSHA 10-Hour Training for General Industry

## **WORK / VOLUNTEER EXPERIENCE**

**Volunteer**, Bancroft Memorial Library, Hopedale, MA | 10/2018 to present  
Teach robotics programming and robotics engineering.

**Project Manager**, Nordico Search, Hopedale, MA | 1/2016 to present  
Design and maintain network architecture, including web hosting, email server hosting, and domain name servers.

## **ACHIEVEMENTS & ACTIVITIES**

- President of Programming Division in Robotics Club
- Vice-President of Gaming Club