

55 Daniels Street
Hopedale, MA 01747

October 18, 2018

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 junior 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. 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

Enclosure: 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