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Category Manager – Computing Team
The Warehouse Group
26 The Warehouse Way
Northcote Point 0627

Dear Sir/Madam,

My name is Blair Duncan and I am a Bachelor of Engineering (hons) graduate, with a major in Mechatronics from the University of Auckland.

I am applying for the position of Category Assistant within the computing team at The Warehouse as I possess many of the attributes and competencies that you are looking for in this role.

I have a positive disposition, think realistically and analytically and persevere with every task I undertake. I thrive in a team environment as I learn quickly from others and value the opportunity to ask questions. My innovation and creativity enables me to develop alternative and valid solutions, and my global thinking allows me to see and contribute to the bigger picture beyond my own work.

I have a passion for computing and technology and a willingness to further my professional aptitude. The skills that I attained and demonstrated during my time at university, my extensive experience with team-based projects and my desire to expand my knowledge base and skill set make me a strong candidate for this role.

Passion for technology and computing

I have been passionate about computing and technology since I was in secondary school and lead me to study Mechatronics engineering at a tertiary level. This is a field at the forefront of the technology industry and my four years of study within it has provided me with the knowledge and ability to understand and weigh specifications of most devices and systems.

Outside university, technology and computing have been an integral part of my life. I have done some voluntary work at a local primary school where I taught teachers and students the basics of 3D printing and part design. I have developed my own devices at home such as an electric skateboard and an articulated robotic arm that utilise the latest technology, as well as an online portfolio using the Bootstrap framework.

I have a strong understanding of the specifications involved in the performance of computers and their peripherals as I have configured a mid-range, cost effective workstation at home and have assisted others in doing the same.

Can hit the ground running and thrives in a fast paced, ever changing environment

As an engineering graduate from a fast-paced and ever-changing technology field, I have continuously proven my adaptability and perseverance when working with and overcoming challenges. Throughout my degree, my ability to think logically and learn quickly has been of great benefit when working towards deadlines, working in teams and

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completing projects to a high standard of quality. As a result, I will be able to hit the ground running and prove myself to be an effective and reliable asset to the company, particularly during the upcoming busy period.

High attention to detail

The nature of my degree and work history has assisted me in the development of my attention to detail and thorough work ethic. This has aided me in the design and development of effective systems, as well as giving me a greater understanding of the impacts when it lapses.

In the engineering discipline, simple mistakes or oversights due to a lack of attention to detail can result in hours of work being lost and more time spent trying to resolve the issues they have caused.

My experience in the trade industry has refined this attention even further, as I have held responsibilities that include invoice management, making purchase orders and furniture finishing.

Robust analytical and computer skills

I am process-driven and solutions-focused which allows me to approach and complete tasks effectively and efficiently. I have a high competency level with computing, including intermediate to advanced skills with Microsoft Office and the ability to touch type.

I am able to manage and interpret large amounts of data due to my experience with the statistical components of many of my engineering papers, as well as the parts purchasing process I undertook during my internship at Cubic Defence New Zealand.

Excellent time management skills and English proficiency

My time management skills were refined during my time at university, as I was often balancing multiple projects at once. Successful completion of each of them was contingent on thorough planning, personal organisation, and co-ordination and communication with others. These projects included submission of a written report documenting my work where a high level of English proficiency was expected. In addition, during my time at Cubic Defence New Zealand, I was responsible for completing a written report outlining the progress of the system I was developing, and this was accomplished to a high standard.

I would appreciate the opportunity to speak with you about the prospect of employment with The Warehouse Group.

I can be contacted at the given telephone number and email address and I look forward to hearing from you.

Sincerely,

Blair Duncan