

Five Patricia Drive
Blackstone, MA 01504

October 24, 2018

Mr. Walter Ramsey, Information Technology Instructor
Blackstone Valley Regional Vocational Technical High School
65 Pleasant Street
Upton, MA 01568

Dear Mr. Ramsey:

Thank you for the opportunity to apply for the position as an entry-level network technician for Cisco Systems, Inc. I am currently in eleventh grade at Blackstone Valley Regional Vocational Technical High School majoring in Information Technology. I found out about the job through my major and my teachers. I believe that the many technical skills that I have acquired throughout my education and other experiences would be a great fit for the position. My passion for the field and to go above and beyond will surely show that I will excel and put my best effort forward.

Throughout my education at BVT, I have been praised in my major by instructors and classmates for my hard work ethic and ability to understand new material that we go over. The skill set that I have acquired through schooling is directly applicable to the occupation according to the job description, which you can review in my resume. Adding me to the team would provide another view point for problem solving and brainstorming where I could have different ideas that no one else would think of. My consistent demonstration of being able to create different networks and divide them into subnets, being able to setup and configure routers and switches to securely function in a basic network, and my ability to create Ethernet cables when needed surely show my overall readiness and preparedness for the position.

Thank you for taking the time to review my resume. I hope that you see the potential in me and why I am a good candidate for the position. I would appreciate the opportunity to further discuss this position with you. If you would like to contact me or schedule me for an interview, please e-mail abolduc415@gmail.com or contact my cell phone at (774) 275-9876. My resume is enclosed for you to review. Thank you once again and I hope to hear from you soon.

Sincerely,

Aaron L. Bolduc
Enclosure

Aaron Bolduc

5 Patricia Drive, Blackstone, MA 01504
(774) 275-9876 | abolduc415@gmail.com

Objective

Seeking an entry-level position in the Information Technology field where my technical and vocational experience with technology will be utilized.

Education

Blackstone Valley Regional Vocational Technical High School

65 Pleasant Street, Upton, MA 01568

Information Technology | Expected Graduation Date: May 2020

Career Technical Skills and Experience

Information Technology, Blackstone Valley Regional Vocational Technical High School, Upton, MA |
December 2016 – Present

- Diagnose and repair hardware and software issues on PCs
- Build a personal computer from scratch
- Create a T568A, T568B, or crossover Ethernet cable
- Configure basic router and switch settings to allow them to securely function in a network
- Create networks and divide them into subnets to assign different devices in to

Career Readiness

- OSHA 10-hour general business certification
- TestOut PC Pro Certification
- CompTIA A+ Certification
- Cisco CCENT Certification
- Ability to learn quickly

Work Experience

Dairy Clerk, DeMoulas Super Markets, Inc., Bellingham, MA | July 2018 – Present

- Stock shelves with unpacked items in the dairy department
- Make sure products and their labels are clearly visible
- Help customers who cannot find the item that they want

Computer Technician, Worldband LLC., Bellingham, MA | December 2019 – Present

- Upgrade computers from Windows 7 to Windows 10
- Troubleshoot and repair common software and hardware issues
- Commute to different sites and interact with costumers

Achievements and Activities

- SkillsUSA District bronze medalist in Computer Repair | Spring 2018
- SkillsUSA District gold medalist in Networking | Spring 2020
- Blackstone Valley Tech baseball | Spring 2017 & 2018
- Blackstone Valley Tech basketball | Winter 2017
- BVSBL baseball | Spring 2014 - 2019
- Piano lessons at Larry Bee's | March 2016 – March 2018