Taylor Eby

1779 Huband Road

Courtenay, BC V9J 1Y3

October 5th, 2017

FLIR Systems

Richmond, BC

Dear Recruiter,

Please accept this letter and resume as my application for the position of Inventory Control Specialist. My name is Taylor Eby and I’m a graduate from the University of Victoria with a Bachelors in Electrical Engineering looking for entry-level position with an electronics company.

Having worked in a do-it-all front-end IT position with the Genome Sciences Centre, my responsibilities included inventory tracking and moving equipment up to 50 lbs, including PCs, servers, UPS’s and computer electronics- often working with the lab logistics and shipping & receiving departments. Additionally, I’ve worked in electronic design labs and have been required to review and order parts from BOMs, as well as handle electrically sensitive materials by taking ESD precautions. Although my experience is not directly in shipping and receiving, it is transferable.

I’m highly organized, and thrive in a fast-paced environment. I can handle multiple tasks with minimal direction. In addition, I’m an energetic and positive individual who’s pleasant to work with.

Thank-you very much for reviewing my application. If you require any further information, please contact me at (250) 702-2611 or at tjreby998@gmail.com. I look forward to hearing from you.

Sincerely,

Taylor Eby