49 Prospect Street
Whitinsville, MA, 01588

April 14, 2020
Mr. Michael Norton, President
Electronics & Engineering Technology
65 Pleasant Street Upton, MA 01568

Dear Mr. Norton:

Thank you for providing the opportunity for me to apply for the electronics technician position. Through my school's co-op program, I found about the position and thought it would be an amazing chance to put my technical skills and passion to good work. I'm currently a junior at Blackstone Valley Tech in the electronics shop and have built up a great deal of experience and knowledge there. However, I'm also looking forward to learning new things and gaining new experiences to further strengthen my skills at this position.

 I am a hard-working vocational student who also volunteers to work on extra projects offered by my instructor while also working on projects outside of class such as with programming and wiring a bit of our school's FIRST robot. I have also worked with the Smart Escape company to automate most of their work through developing a C++ program and desktop app for them. I'm also trying to find ways to complete tasks with better efficiency and higher quality output.

After reviewing my resume, I hope you find me the type of 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 508-244-0583 or by e-mail at kevindowning.contact@gmail.com.

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

Sincerely,

Kevin Downing

Kevin Downing

49 Prospect St., Whitinsville, MA 01588
(508) 244-0583 | kevindowning.contact@gmail.com

Objective

To obtain an entry-level position as an electronics technician in order to sharpen my skills and knowledge in electronics.

Education

Blackstone Valley Regional Vocational Technical High School
65 Pleasant St., Upton, MA 01568
Electronics & Engineering Technology | Class of 2021

Career-Technical Skills and Experience

Electronics & Engineering Tech., Blackstone Valley Tech, Upton, MA | August 2017-Present

- Design and test circuits on the breadboard and Multisim.
- Program applications and scripts with either C++ or Java.
- Draw schematics on CAD for blueprints or 3D prints.
- Assembling a circuit through identification of components and soldering.
- Type professional lab reports that documents the steps, data, and errors that took when either designing or constructing a circuit.

Achievements and Activities

Robotics Club, Blackstone Valley Tech. | Sept. 2017-Present

- One of the head programmers for the FIRST team 61 robot.
- Restructured robot code to be half the original source size.
- Program vision cam capabilities that allowed the robot to track objects.
- Added PID algorithms to significantly increase the accuracy of the robot's movement.
- Created a curriculum for teaching robotics programming.

Smart Escape Project, UMass Lowell Idea Challenge. | Sept. 2019-Present

- Head programmer for the Smart Escape team.
- Idea Challenge – Innovative Technology Reward $4,000
- Programmed algorithm, to find the safest routes out of any building, making the program 100% reliable and saving hundreds of hours of work.
- Developed a fully responsive website for the team.

Volunteer Work

Volunteer, FIRST LEGO League Competition | November 2019

- Supervise and manage a group of kids between the grades 5th to 8th.
- Help setup fields and Lego builds for the competition.
- Prepare the score sheet on all the monitors to display score.
- Coordinate with classmates with setting up tables and wooden platforms for the Lego setups.