**30 Forensic Engineering**

40 University Ave  
Toronto, Ontario   
M5J 1T1

Date: Feb 13, 2019

RE: Engineering Technologist Position

Dear: Human Resources

I would like to express my interest in joining 30 Forensic Engineering in the engineering department. Please accept this letter and attached resume as my application for the Engineering Technologist position within your organization. I believe my skills, education and experience would be of benefit to this company as outlined below.

I am a self driven individual with a drive for delivering maximum results. I have the ability to work independently and manage several tasks, while still ensuring the overall good of the team. I possess strong verbal and written communication skills and have over 8 years of customer service experience, dealing with a wide variety of clientele. This experience has allowed me to acquire a great deal of problem solving skills, which has allowed me to manage my time more efficiently and communicate requirements more effectively. This will be of benefit as I will be able to interact with third party representatives and customers both on and off site.

I possess a Mechanical Engineering Technologist Diploma and am skilled in a wide variety of software relevant to the HVAC industry. I possess superior computer skills and have a great deal of knowledge and experience with HVAC control systems. Working through the creative process as a mechanical designer, combined with my hands on mechanical systems assessment experience, I have developed an extensive insight regarding HVAC / Mechanical systems.

I am confident that I will be able to perform the duties of an Engineering Technologist with expertise and professionalism. I am eager to discuss my qualifications and how they meet your requirements for this position. I may be reached by phone at 587-926-2707 or via email at [kurt.o.mckenzie@hotmail.com](mailto:kurt.o.mckenzie@hotmail.com). Thank you in advance for your time and consideration.

Sincerely,

Kurt McKenzie

Profile: experienced designer

* Computer Proficiencies – AutoCAD, MS Word, Access and Excel, Autodesk Navisworks
* Attributes – Innovative and problem-solving skills with strong analytical ability.
* Strong Work Ethics – High level of accuracy with attention to detail. Ability to manage multiple tasks, prioritize and meet deadlines.
* Communication Skills – Excellent written and verbal skills, with the ability to effectively interface with various levels within an organization.
* Customer Service Skills – Proven ability to build relationships, anticipate needs and committed to respond in agreed time frames.
* Interpersonal Skills – Ability to take direction and ask questions when required. Self-motivated and work well in a team environment.
* Technical Skills - Familiar hydraulic and Pneumatic systems.

Education

Mechanical Engineering Technologist Advance Diploma 2012

Centennial College, Toronto, Ontario

* Relevant courses include Thermodynamics, Statics, Applied Dynamics, Strength of Materials, Fluid Mechanics, Solid works, Auto Cad, and CNC,
* CSTS-09 certificate, Fall Pro, Confined Space

Gas Technician 2 certificate

* Experience installing gas piping and mechanical equipment.

EMPLOYMENT experience

Building Systems Specialist

Feb 2018 to Present

CES Engineering

* Conduct assessment of building systems, both mechanical and electrical to verify adherence to building, gas and ventilation codes.
* Conduct functional performance testing of building automation systems to verify adherence to project specification; verify BAS points list.
* Generate commissioning reports detailing findings from building system assessments.
* Review and provide comments for project shop drawings, O&M manuals and warranties.
* Generate schematics from site investigations (single line diagram, equipment layout, risers, etc..)

Testing and Balancing Technician

November 2016 – Feb 2018

Air Plus Testing

* Calibrate VAV boxes and hydronic balancing valves.
* Familiar with various HVAC (VAV / VVT) systems and components.
* Measure CFM off unit, manipulate balancing dampers to achieve required airflow.
* Audit mechanical systems, write technical reports outlining condition of building mechanical systems, and report on any discrepancies or deficiencies.
* Trouble shoot new and existing mechanical equipment; bring system performance up to design criteria. Diagnose mechanical system.

Scaffolder Foreman

Sept 2014 - Nov 2016

PCL Energy

* Assess job, develop plan to erect scaffold
* Check requirements from drawings and written instructions
* Select material and set ground levels.
* Erect, dismantle scaffold and organize gear.

Mechanical Designer

Dec 2013 - Sept 2014

TWS Engineering

* Read and interpret blueprints, technical drawings, schematics and computer-generated reports.
* Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications.
* Design, size and layout HVAC and plumbing equipment for building systems.
* On-site inspection.
* Coordinate with engineers and other personnel to implement operating procedures, resolve system issues, and provide technical information.
* Familiar with National Plumbing, Fire and Building code.
* Familiar with Trane products.

References

* Available upon request