

12th August 2008
Attn: Barney Mezey
electriciansnet.com.au

To Whom It May Concern:

I am highly interested in becoming an adult Apprentice Electrical Mechanic with an A grade Licence in a strong and stable organisation. Servicing switchboards, power supplies and industrial electrical installations. I am very well suited to this position, with seven years experience in the industrial electronics trade with installation experience. I am willing to work as a Tradesman's assistant with a view of being signed up as an adult apprentice electrician as I am keen to pursue a career in the expanding electrical industry.

With a number of years experience in the electrical and electronics fields, I feel that I have a very firm grasp of technical abilities, skills and aptitude needed to complete an apprenticeship.

With my stable working history I have acquired a wide range of mechanical and electrical skills and experience. I have always been keen and committed towards the electrical /electronic aspect in each position I have held. I am dedicated to this career path and am fully aware of the conditions and pay structures that I will be working under and accept these as being part of the requirements of securing a qualification in the industry I have a real passion for. I have experience in the servicing and repair of various electrical equipment including power tools, computers and electric ride-on scooters and have been accepted into an electrical Pre-apprenticeship course at Box Hill Tafe in August.

I am experienced in working with schematic diagrams on various engineering projects. The positions that I have held in the past enabled me to demonstrate my dedication, enthusiasm and ability to learn quickly and succeed.

I am detail orientated, dependable, flexible and possess excellent multitasking skills. These qualities will allow me to make a significant contribution to your company. Please find enclosed a copy of my resume for your review and I am available on the following: Home 9729 0834, M 0420 634 465, E-mail electricwiz@yahoo.com Thank you for your time and consideration and I look forward to hearing from you in regard to an interview and can be contacted on the above numbers.

Best Regards

Martin Jencik

Martin Jencik

19 John Street, Bayswater 3153

0420 634 465

E-mail: electricwiz@yahoo.com

Date of Birth: December 15, 1969

CAREER DIRECTION:

I am seeking employment in the electrical industry. With experience in a variety of positions, I commenced a Radio Tradesman Apprenticeship straight out of school but due to the closure of the business was not able to complete it.

I have kept my passion for electrics and electronics and have done relevant work experience in these areas but now have decided that it's time to get qualified in this industry. I have the skills, commitment and maturity to complete an apprenticeship and look forward to becoming a valued member of your team.

ACQUIRED SKILLS:

Electrical / Electronics:

- ▶ Assisted in the Design and construction of prototype units
- ▶ Wired up houses under the supervision of a licenced electrician
- ▶ Optimised power supplies
- ▶ Repaired electrical power tools
- ▶ Maintenance of VCR's
- ▶ Assembled and maintained electric elderly ride-on scooters
- ▶ Serviced and calibrated the meteorological and humidity instruments
- ▶ Serviced computer and electrical power tool equipment
- ▶ Supervised electronic assemblers
- ▶ Production and workshop supervisor

Other:

- ▶ Dispatch Manager
- ▶ Quality control
- ▶ Forklift operator
- ▶ Air conditioning maintenance
- ▶ Application knowledge
- ▶ Safety Officer
- ▶ Storeperson inventory controller
- ▶ Technical sales experience

EDUCATION HISTORY:

- | | |
|------------------|---|
| 2008 | ELECTRICAL PRE-APPRENTICESHIP COURSE - Box Hill Tafe
Commencing Aug 2008 |
| 1988-1992 | RADIO TRADESMAN / ELECTRONICS - Sunshine TAFE / RMIT
<i>Apprenticeship schooling, completed only 2 years due to employer closing down</i> |
| 1987 | BASIC ELECTRONICS COURSE - Footscray TAFE |

EMPLOYMENT HISTORY:

2008

ELECTRICAL FITTER (CASUAL)

Allied Power Tool Service (APTS)

Responsibilities:

- ▶ Repaired electrical power tools
- ▶ Quoted & dispatched of repaired tools

2008

COMPUTER TECHNICIAN (CASUAL)

Network Trend

Responsibilities:

- ▶ Maintained Computers
- ▶ Repaired electrical power tools

1997 - 2007

DISPATCH MANAGER & QUALITY CONTROL

Cinevision Multimedia Duplication

Responsibilities:

- ▶ Maintenance of VCR's
- ▶ Assembled and maintained electric elderly ride-on scooters
- ▶ Dispatched recorded/duplicated products on VHS, CD and DVD
- ▶ Quality control of final recorded products
- ▶ Forklift operator

1994 - 1997

TECHNICAL ASISSTANT & DISPATCH MANAGER

Film & Tape Sales (FATS)

Responsibilities:

- ▶ Supported the Engineering Broadcast Department
- ▶ Quality control of final recorded products
- ▶ Forklift operator
- ▶ Air conditioning maintenance

1992 - 1994

TECHNICAL SALES & SERVICE ASSISTANT

Vaisala Pty Ltd

Responsibilities:

- ▶ Serviced and calibrated the meteorological and humidity instruments
- ▶ Contributed to the design and construction of prototype units for a wide range of applications
- ▶ Assisted customers with installation and operation of the environmental measuring instruments
- ▶ Advised customers concerning meteorological instruments, matching the product range and suitability to customer needs
- ▶ Serviced wind direction and wind speed measurement instruments

- ▶ Received and dispatched the entire range of the company's instruments
- ▶ Occupational Health and Safety Officer

1992 COMPUTER TECHNICIAN

Network Trend

Responsibilities:

- ▶ Serviced computer and electrical power tool equipment
- ▶ Assembled, maintained and installed computer work stations

1988 - 1992 RADIO TRADESMAN APPRENTICE

Australian Industrial Computer Corporation (AICC)

Responsibilities:

- ▶ Assembled and fitted automated time clocks to client specifications
- ▶ Assembled systems which were controlled by a Programmable Logic Controller (PLC)
- ▶ Optimised power supplies to intrinsically safe standards in hazardous areas
- ▶ Maintained workshop and storeroom
- ▶ Supervised electronic assemblers
- ▶ Wired up houses under the supervision of a licenced electrician

PERSONAL ATTRIBUTES:

- ▶ Keen to learn new skills with the ability to apply them to practical applications
- ▶ Able to deal with pressure situations and work to tight deadlines
- ▶ Proven ability to reorganise workload to deal with unexpected events and meet deadlines
- ▶ Excellent multi-tasking skills with the ability to quickly and efficiently switch between tasks at very short notice
- ▶ Ability to work independently as well as in a team environment

HOBBIES AND INTERESTS:

- ▶ Restoring historic cars
- ▶ Fishing with Boronia Sportfishing Club
- ▶ Archery with Lilydale Bowmen
- ▶ Spending time with friends and family

REFERENCES:

* References provided on request *