

Mark Jackson  
Mile Terrace East  
Mount Gambier SA 5290  
Phone: 0422 888 888

Simon Smith  
Boiler Solutions  
11 Medley Street  
Mount Gambier SA 5290

12<sup>th</sup> September 2010

**Re: Electrical / Electronics Technician, Mount Gambier Boiler Solutions**

Dear Simon,

I would like to apply for the Electrical / Electronics Technician role recently advertised at Mount Gambier Boiler Solutions. I have a solid Electrical background spanning 9 years combined with current working knowledge of the Electrical / Electronic Maintenance field. I am a self motivated, reliable and hard working individual with the drive, commitment and ambition to succeed in this role. I am committed to building a career within the electrical field and am seeking this opportunity for advancement and career progression.

I have particular skills and expertise in break down, fault finding, trouble shooting, installation, maintenance and instrumentation. In my current role I perform a hands on role in terms of inspections, regular testing and undertaking of scheduled and unscheduled maintenance including any work required as part of a planned and preventative maintenance program. I am competent in servicing, repairing, calibrating, regulating, fine-tuning & testing machines, devices and other electrical equipment with advanced fault finding skills and experience within the sawmill environment. I am practised in plant isolation and lock out procedures with high regard for workplace safety.

Throughout all working roles I have demonstrated the capacity to work successfully within a team environment contributing to the achievement of organisational objectives. I possess excellent communication and interpersonal skills and am able to work effectively with plant operators, team members, contractors and management. For the past year I have worked in the role of relief team leader.

Please find attached a copy of my current resume providing further information regarding my qualifications, professional development and work history. I look forward to discussing this opportunity with you in the near future.

Yours Sincerely

Mark Jackson

