Dear Dr. D

I am writing to you because, I am graduating college this semester and I need to complete another internship. I think it be a great idea for me to be a intern for the high school you already know my good work ethic because I was your student. I want to be technical director for the new and up and coming show at the high school “You’re Good Man Charlie Brown”.

Thanks

Matthew Jon Durnin

Matthewjondurnin@gmail.com

718.930.0290

**MATTHEW JON DURNIN**

350 65th Street, Apt. 3H . Brooklyn, NY 11209

347-930.0290 . matthewjondurnin@gmail.com

**Education** **Earned Rank of** **Eagle Scout** July 2010

 Boy Scouts of America

**Bay Ridge Preparatory High School, Brooklyn, NY**

 *Graduated June 2011*

 **Certified Electrical Tech.**  Nov. 2011

 **Electrical Training Center, Copiague, NY**

 **New York College of Technology, Brooklyn, NY** Expected Date Currently enrolled working on my 4-year degree June 2017

 “Entertainment Techonolgy”

**Employment**  **Independent Contracting** 2014 – Present

*Electrical, Carpentry (Metal & Wood), Bathrooms, Toilets, Bathroom Sinks, Wall and Floor Tile, Closets, Installing full Kitchens Cabinets, Counter tops, Plumbing, Back Splash, Sheet Rock, Custom wood work.*

**Internship “Ask A Lawyer with Mike Connors” AM570** 2016 June - September

Intern/ setting up radio equipment microphones and head phones. Updating photo stream videos.

**Connors & Sullivan Law Firm** 2014 – Present

 Head Maintenance, Office Assistant, and File Clerk

**New York City College Technology** 2012 – 2017

*Carpenter for stage show “Scapino”, Head Carpenter Illusionist “Truth Asian”, Props builder “Kevin”, Crew Head for Special Effects. “Haunted Hotel”, Carpenter for “Haunted Hotel”*

**Bay Ridge Prep** 2009 – Present

*Carpenter for BRP Shows “Bye Bye Birdy, Good Man Charlie Brown (DB), Anything Goes, Don’t Drink The Water, all Winter Shows, Into The Woods, Good Man Charlie Brown (AP)”*

**Breen Electrical Contractors, Inc., Brooklyn, NY** 2011-2014

*Certified Electrical Technician, Carpenter,*

**Century 21 Department Store, Brooklyn, NY** 2010

*Sales Associate*

**Bay Ridge Sports and Theatre Camp, Brooklyn, NY** 2009-2010

*Camp counselor in theatre, acting and dancing*

**Cold Stone Creamery, Brooklyn, NY** 2008

*Ice cream, smoothie maker and server*

**Kids-N-Shape Summer Camp, Brooklyn, NY** 2007

*NY (CIT) Counselor in Training*

**Skills**

Eagle Scout, Certified Electrician, Carpenter (Wood and Metal), Welder, Acting, Model, SAG-AFTRA.

**References** Moria Knutsen – Employer

 C: 718.612.3681

 John McCullough – Professor at New York City College of Technology

 E: jmccullough@citytech.cuny.edu

 Denise Durnin - Mother

 C: 347.299.6762

 Donna McClellan – Office Manager at Connors & Sullivan

 P: 917.589.5598

 Beth Connors – BSA Leader / Employer

 P: 718.745.6665