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# Example of Assembler Cover Letter

7205 Phylis Estates  
West Karlenehaven, TN 93680

**Dear Phoenix Purdy,**

Please consider me for the assembler opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for for respectful work related communications with peers and personnel from other departments (direct contact and use of electronic mail systems).

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Criminal Background check and Drug test will be conducted
* May require some climbing to reach top of machine
* Be able to stand for 10+ hours a day
* Able to navigate on test screens using the mouse as prompted in the assembly procedures and test screens
* Preferred experience in automotive production
* Criminal background check and drug screening are pre-employment requirements
* Able to operate air and hand tools, lift up to 10 lbs
* Time Management – Manage one’s own time enabling completion of task within requirements

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Rowan Padberg