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# Example of Bindery Cover Letter

3615 Dickinson Grove
East Tamesha, KY 51323-8043

**Dear Onyx Blick,**

I would like to submit my application for the bindery opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for preventive maintenance to keep equipment in optimum conditions and to minimize downtime caused by equipment failure or breakage.

Please consider my qualifications and experience:

* Understanding of bindery materials, equipment and processes
* Able to set up and operate the cutter, shrink wrapper, and the padder to ensure a quality end product
* Able to maintain established quality and production standards
* Skilled in operation and maintenance of high volume digital xerographic network systems and bindery equipment
* Knowledge and skilled in preparing spreadsheet tools, effective public relations, principles of office management
* Expert computer skills and knowledge of software programs including Microsoft Office, and Adobe Creative Cloud
* Can work independently, is able to follow-through on assigned work
* Deal with customer problems in a professional manner

**I really appreciate you taking the time to review my application for the position of bindery.**

Sincerely,

Lennon Kiehn