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# Example of Bindery Cover Letter

60602 Roscoe Inlet
Arlenchester, NE 81560-6758

**Dear Peyton Halvorson,**

I am excited to be applying for the position of bindery. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for complete instructions on mailing and postal requirements.

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:

* Able to tolerate repetitive motion type work
* Basic knowledge of personal computer MVS, TSO
* Broad knowledge of applicable shipping and mailing codes, requirements, and deadlines
* Systematically orders supplies such as wire, chipboard and cartons from inventory via replenishment request
* Good decision making skills when prioritizing work to meet time constraints
* Knowledge of all printing process and operations
* Basic skill in the use of manual dollies, carts or hand trucks and hand tools used in material handling tasks
* Experience in direct mail bindery production preferred

**Thank you for taking your time to review my application.**

Sincerely,

Stevie Frami