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# Example of Bindery Cover Letter

899 Nikolaus Manors
South Lavona, ME 12667

**Dear Brooklyn Crona,**

In response to your job posting for bindery, I am including this letter and my resume for your review.

In my previous role, I was responsible for direction and focus to hourly associates to resolve critical manufacturing issues affecting cost, quality or delivery objectives.

Please consider my qualifications and experience:

* General knowledge to set up and maintain a variety of single function, hand and foot bindery machines such as staplers, punches, drills, and binding-glue devices
* Under the direction of an operator, apply working knowledge and assist in the set up of more complicated binding machinery
* Knowledge of basic arithmetic and fractions, skill in using hand tools
* Basic computer skills including a good understanding of BCS System
* Willingness to move to other machines
* Willingness to work overtime on unscheduled days
* Good understanding of digital print workflow and process demands
* Excellent mechanical aptitude and basic math skills

**Thank you for your time and consideration.**

Sincerely,

Quinn Kilback