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# Example of Machine Assembler Cover Letter

7823 Nicky Shore  
East Yong, MS 91270-0258

**Dear Hayden McLaughlin,**

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

In my previous role, I was responsible for guidance to new trainees and assemblers on complicated aspects of documenting assembly paperwork;.

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:

* Use of multi-meter and knowledge of point to point wiring
* Working knowledge of high pressure gases and safety
* Work overtime as needed on evenings and weekends (current average work day is 9+ hours) Saturday scheduling is rotated currently every three weeks or less
* Safety lift at least 40lbs with both arms
* Wear and use protective equipment (Safety glasses, respirator, gloves, hearing protection)
* Understand and follow verbal/written instruction (in English)
* Able to stand, walk, twist and turn for long periods of time
* Use of hand tools, power tools (drills, grinders, band saws)

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

Sincerely,

Lennon Ruecker