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# Example of Production Assembler Cover Letter

290 Ana Walks  
New Ferdinand, TN 90310-3407

**Dear Shiloh Lynch,**

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

In the previous role, I was responsible for a safe work place through adherence to company safety policy, housekeeping, and defined standards of training, Lead production crew safety meetings.

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:

* Be health, safety and quality minded
* Be expeditious, resourceful and autonomous
* Operate or tend assembling equipment, such as computers
* Read assembly sequences to determine component parts and assembly of electromechanical units
* Pack units to ship using material list and computer
* Maintain the quality of any product by following the correct procedures and alerting the Production Supervisor of any quality issues or concerns
* Cross training as needed to meet customer needs
* Be an active participant in 6S, Continual Improvement and Work Cell Goals and Objectives

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

Sincerely,

Shiloh DuBuque