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# Example of Production Helper Cover Letter

82874 Corkery Fords
West Julianna, VA 90980

**Dear Spencer Kunde,**

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

In my previous role, I was responsible for backup functions for other team members in own and other regions and perform QA functions for multiple workflow processes.

Please consider my qualifications and experience:

* Quality checks on everything
* Use of hand tools to complete task
* Keep up with production demands
* Communicate and maintain paperwork
* No prior inspection experience needed
* Familiar with standard production processes, and work from verbal or written instructions
* Good working knowledge of common material types such as carbon and stainless steels, aluminum types, coppers, plastics, and composite types
* Successful completion of Color Test, forklift operation, Basic computer skills, good communication skills

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Drew Wehner