

# **Assembly / Production Cover Letter**

90201 Rolfson CampKlingbury, ME 09427-9178

**Dear Rory Runolfsson,**

Please consider me for the assembly / production opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for input to Manufacturing Engineering to document new assemblies including drawings, routings, work instructions and other.

Please consider my experience and qualifications for this position:

- Previous experience using MOST, MTM or an equivalent
- Pass a client specific background check and drug screen
- Have reliable transportation and commitment to great attendance
- Business software packages, including MS Office
- Monitor and operate production equipment
- Be able to use inspection tools and measuring devices
- Perform routine quality checks in order to ensure customer and company standards
- Perform cleaning and daily housekeeping to ensure a clean and safe work environment

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Landry Doyle