

Assembly / Production Cover Letter

654 Bryanna Knoll South Cloraton, SC 28531

Dear Royal Cassin,

I submit this application to express my sincere interest in the assembly / production position.

Previously, I was responsible for input to various technical documents to include technical manuals, technical and assembly drawings, test procedures / reports and other required documentation.

Please consider my qualifications and experience:

- Able to rotate shift - including some weekend shifts
- Commitment to follow all safety requirements and keep work area clean and orderly
- Driven self-starter dedicated to continual process improvement
- Intermediate user in standard computer application software (MS Office - Outlook, Excel, Word)
- Working knowledge of capacity planning and ERP systems
- Provide high quality internal customer service
- Remains alert in a high risk environment
- Maintains schedule and tasks in spite of interruptions

Thank you for your time and consideration.

Sincerely,

Spencer Lesch