

Assistant, Engineering Cover Letter

68363 Harvey Square
Port Taynaview, MT 34693

Dear Frankie Lebsack,

Please consider me for the assistant, engineering opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for oversight of routine preventative and corrective maintenance on mechanical systems including, but not limited to, sanitary water, fire water, sprinkler, air, piping, pneumatic, hydraulic, etc.

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:

- Minimize stock-out occurrences
- Proficient at reading drawings
- Full time student during semester enrolled in an engineering program or similar technical program
- Familiarity with mechanical CAD modeling (experience with mechanical CAD models preferred)
- Basic understanding of Quality Assurance principles
- Excellent telephone manner, strong interpersonal and communication skills
- Proficient in MS office applications including MS Word, MS Excel and Chinese Word Processing
- Immediate available is highly preferable

Thank you for taking your time to review my application.

Sincerely,

Landry Windler