

Lathe Operator Cover Letter

7377 Melita Knolls Moentown, NE 97751-3833

Dear Quinn Hayes,

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

Previously, I was responsible for operator training of CNC controls, as directed by Engineering department members.

Please consider my qualifications and experience:

- Experience with reading part drawings is preferred
- Familiarity with measurement tools is preferred
- Mathematical skills – addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions and decimals
- Skill in keeping accurate records, inventory, inspecting finished product for quality, and a strong attention to detail
- Acceptable performance and attendance history
- High awareness for safety at all times
- Able to handle multiple tasks effectively
- Able to read, understand and follow written work instructions and blue prints

Thank you for taking your time to review my application.

Sincerely,

Morgan Mayert