

# Mechanic Helper Cover Letter

3661 Rocio Extensions North Casandramouth, OR 58360

**Dear Emerson Treutel,**

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

In the previous role, I was responsible for mechanical support to maintenance mechanics with prevantitve maintenance work orders, general work orders, and emergency work order competion.

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:

- Keep the ink shed, plate area, and blanket area clean and orderly
- Manage ink formula file book to ensure that it is up to date
- Track and manage work orders, print standards, and art boards for all print jobs
- Rebuild parts and perform maintenance on pritners
- Complete print set ups on printers
- Complete change overs on printers from one size to another
- Share overall responsibility for product safety, legality, regulatory compliance and quality systems
- Comply with all Good Manufacturing Practices (GMPs)

**Thank you for your time and consideration.**

Sincerely,

Emery Jones