

# Shift Assembler Cover Letter

9596 Janean FerryChantaychester, SC 72736

**Dear Tatum MacGyver,**

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

Previously, I was responsible for leadership in the areas of auditing, standards of work, 5S, TPM and best practices.

Please consider my experience and qualifications for this position:

- A minimum of six months experience
- General knowledge of assembly process and general knowledge of tools
- Safety knowledge in a manufacturing environment and proper use of PPE
- Familiar with DFT techniques
- A National Career Readiness Certification is preferred
- Control handheld power tools
- Repetitive motion activities
- Demonstrated critical thinking and problem solving skills, including a continuous improvement mindset

**Thank you for considering me to become a member of your team.**

Sincerely,

Reese Brakus