

Shop Cover Letter

3207 Tyson PrairieSouth Christeenstad, OK 93909-9551

Dear Skyler Jerde,

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

Previously, I was responsible for holistic support of shop mechanical, fabrication, and electrical activates supporting Syngenta Biological Assessment.

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:

- Coordinates paint shop production activities by planning manpower requirements and by assigning employees to meet production schedules
- Helps set up production methods and processes to facilitate production
- Recommends new or improved paint shop production methods and techniques and helps coordinate such approved changes
- Ensures that necessary production tools and supplies are always available to paint shop employees
- Works with paint shop staff to assist employees in maintaining a high level of quality workmanship
- Maintains routine contact with support departments to keep them aware of manpower needs, personnel actions, and pay issues
- Performs other duties as directed by the Coatings Manager
- Assist with mechanic maintenance

I really appreciate you taking the time to review my application for the position of shop.

Sincerely,

Denver Powlowski