

Utility Operator Cover Letter

7213 Malorie DaleNew Francescoport, VA 37866

Dear Lennox Hartmann,

I am excited to be applying for the position of utility operator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for feedback on material processing/issues related to equipment and other possible problem areas to meet the desired product quality and delivery targets.

Please consider my experience and qualifications for this position:

- Knowledge of GMPs and Quality policies and procedures pertaining to production areas
- Successful passing of the SAT I test
- Minimum of one month on-the-job training
- Have basic knowledge and use of hand tools
- Safely and efficiently operating equipment, ensuring timely completion of quality products per production schedule
- Frequent physical demands including prolonged standing and lifting and carrying up to 50 lbs
- Experience with computer software such as Word, Excel, Outlook
- Assist management with administrative duties as assigned

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Corey Collier