To Whom It May Concern,

When I saw the available opportunity as a Final Assembler at your company, I almost passed it over. I am a mechanic by trade and was looking for something more along those lines. It was only after looking at what your company did and stood for that I instantly knew that this was the place for me!

I am a veteran who served 6 honorable years in the Navy as an Engineman. I worked my way up through the ranks and was eventually placed in charge of one of our Diesel spaces. I have also been awarded the Navy and Marine Corps Achievement Medal for my roles in leadership. As a veteran, I have a special place in my heart for not only the military, but also for first responders. The risks that they take every day as they selflessly put on their uniform can never be appreciated enough. It is my goal and desire to honor and help these people in any way that I can.

I am a family man. I have been married to my beautiful wife for eleven years and have been blessed with three wonderful children. God has blessed us in such a way that my wife has been able to stay at home with our children and for my salary to provide enough income for us. It is my intention to keep things that way. That is why I am looking now for employment. I will graduate from college on May 17th and will be relocating to the area by the end of the month. It is my aim to find and secure employment to help provide a smooth transition for my family.

I hope that you will seriously consider me for this position. I am reliable, punctual, loyal, and a quick learner. I take pride in the quality of my work and am a team player. I look forward to hearing back from you in the near future!

Sincerely,

Andrew Fix

[Afix49@gmail.com](mailto:Afix49@gmail.com)

512-864-5846

ANDREW FIX

4329 NW 21st Street

Oklahoma City, OK 73107

(512) 864-5846

afix49@gmail.com

**EDUCATION**

**Heartland Baptist Bible College**  Oklahoma City, OK

Biblical Studies (Pastoral), August 2014–Present

* President’s List (4 semesters), 3.92 GPA

**University of Oklahoma**  Norman, OK

Studied History, August 2007–May 2009

**PROFESSIONAL EXPERIENCE**

**Dolese Bros. Co.**  Oklahoma City, OK

*Mechanic 2* Sep 2016–Present

Maintained and serviced fleet of 38 tractors and 40 trailers. Performed preventative maintenance on fleet by keeping up with oil/filter changes and regular grease jobs. Trained other employees on the pre-trip portion of the CDL exam.

**Kimray, Inc.**  Oklahoma City, OK

*Quality Technician* Jun 2014–Aug 2016

Calibrated/repaired precision measuring instruments to ensure accurate readings were obtained. Maintained laboratory equipment calibrations and maintenance. Developed and implemented procedures to ensure compliance with international (ISO and API) standards.

**Phillips 66** Ferndale, WA

*Operator* Jun 2013–Jun 2014

Ensured the safe and proper operation of the refinery’s Fluidized Catalyst Converter (FCC) unit. Prevented unit shutdowns caused by various unit upsets and other unit emergencies. Trained in industrial firefighting as a member of the refinery’s fire department.

**St. Joseph Hospital** Bellingham, WA

*Security Officer (On-call)* Jun 2012–Jun 2013

Maintained and monitored lost and found. Provided visitors and hospital staff with escorts to their vehicles at night. Facilitated the conduction of monthly fire drills. Provided emergency life-saving and protection response when applicable.

**United States Navy** Everett, WA

*Petty Officer 2nd Class (EN2 SW/AW)* Jun 2006–Jun 2012

Managed and led 30+ patrolmen in the physical defense and security of the ship. Responsible for overseeing operations and maintenance in the ship’s aft Emergency Diesel Generators compartment. Tasked with supervising operations on the ship’s Mess Decks.

**SKILLS AND CERTIFICATIONS**

* Class A CDL (Passenger Endorsement) with ability to obtain more endorsements
* Strong mechanical aptitude and have my own tools
* Awarded Navy/Marine Corps Achievement Medal for leadership
* Trained to operate forklifts, overhead cranes, and yard trucks used to move trailers
* Eagle Scout

*References available upon request.*