

Dear hiring manager,

Thank you for the opportunity to apply for the assembly role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a detail-oriented professional who has been consistently praised as hard-working by my co-workers and management. Over the course of my 9-year career, I've developed a skill set directly relevant to the assembly/ technician role you are hiring for, including a wide variety of tool use and operations. Overall, I have consistently demonstrated management, multitasking and teamwork

abilities in every aspect of my machinist role at Brake Systems Inc, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (503) 509-8866 or via email at grantjsteven@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Steven Grant

