

KATHLEEN J. HOLMAN
YourEmail@gmail.com ■ 555.555.5555

Date

Ms. Julianne Cole
Human Resources Department
Advance Manufacturing, Inc.
2301 Dexter Road
Bridgeport, OH 56972

RE: Manufacturing and Electronics Assembly Job Opportunities

Dear Ms. Cole:

Congratulations, my friend, Theresa Wyatt, an employee at Advance told me that your company just won a major contract. I also understand you may be adding a third shift in the upcoming months. Given my electronics assembly experience and the imminent closing of my current employer, I am very interested in learning more about your expansion – especially since Theresa speaks so highly of Advance Manufacturing.

Specifically, my work history includes:

- Electronics assembly experience including surface mount and through hole PCB circuit boards. I produce 110% of quota each shift.
- Preparation of transmitters for final testing, including wiring, troubleshooting, repair, inspection, assembly and packaging.
- Proficient at manufacturing and testing wiring, cables and wire harness assemblies. My wire harnesses are used on new customer prototypes.
- Self-directed and responsible for the electronics assembly department including production scheduling and inventory management.
- Perfect attendance record for the past ten years.

Finally, I am experienced at working the midnight shift. For the past several years, I have also worked weekends as a midnight Crew Leader at the McDonalds near your facility on Dexter Road. Thank you for considering my resume.

Sincerely,

Kathleen J. Holman