

JOSHUA K. DURAND
555.555.5555 ■ YourEmail@gmail.com

Date

RE: CIRCUIT BOARD TECHNICIAN/ASSEMBLER Job: 54X-AC6

Dear Hiring Team:

For the last 15 years I have continuously upgraded my skills in the assembly, testing and repair of commercial grade computers. The subject job posting listed the following hiring criteria that I directly meet in all categories.

5+ years' experience in the assembly of electronic products.

- My 15 years of manufacturing experience includes the assembly, testing, and repair of printed circuit boards in both a high-volume manufacturing facility and as a technician in a custom-batch operation.

Manufacturing generalist experience.

- I also have shipping and receiving, forklift operation, manufactured parts painting, welding, and machining experience in two different industries: food and oil exploration and production.

Controls programming experience.

- In my last job, I was trained as the back-up CNC lathe programmer and operator.

Dedicated to a long-term manufacturing career.

- I have a consistent manufacturing career history and am always interested in learning new skills.

Reliable employee performance history.

- My performance reviews, which I can provide, describe me as a "hard worker, responsible and dependable." I always meet deadlines and have an outstanding attendance record.

My hobbies include the design and fabrication of stage and actor props for local theater productions. Finally, I completed continuing education courses at Lexford Community College during the last two semesters.

Thank you for considering my application; I very much hope to hear from you.

Sincerely,

Joshua K. Durand