

Aliya Jackson

example@myemail.com

(098) 765-4321

456 My Street, San Diego,
CA 76543,

Cynthia Roberts
Orson Molding Inc.
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Roberts,

While working as a machine operator with Exelon Manufacturing Partners, I oversaw the operation and maintenance of assembly line equipment for an industry leader in HVAC technology. I also drove efforts to integrate automated testing equipment, which saved over 20 work hours per week. My background in industrial manufacturing will allow me to deliver valuable contributions to your organization.

Arkline Manufacturing is renowned for delivering innovative alternative energy solutions to residential and commercial customers. Having worked extensively in the manufacturing of HVAC equipment, I feel strongly about your mission to improve energy consumption and solar power capabilities. I am confident that my experience as a machine operator would be an asset to your team based on the following career achievements:

- Spearheaded the purchasing and implementation of automated testing equipment to improve the efficiency of manufacturing procedures, which saved over 20 work hours per month and reduced annual operating costs by \$100,000
- Performed a variety of manufacturing activities, including hand soldering, preventative maintenance, assembly line testing, and quality control procedures
- Provided training to over 10 new hires on OSHA safety regulations and standard operating procedures

I hope to speak with you further regarding how my background in industrial manufacturing can benefit your organization. Feel free to contact me at your earliest convenience via phone or email. I appreciate your time and consideration.

Sincerely,

Aliya Jackson