

GEORGE R. SMITH

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LEAD COMPUTER SUPPORT TECHNICIAN

February 5, 2016

Mrs. Jane Jones
Human Resources Manager
ABC Manufacturing Inc
123 Main St.
Ft. Wayne, Indiana 46774

Dear Jane Jones,

Please consider me for the Production Technician I position as listed on ABC Manufacturing's website. I would bring a unique value and dynamic approach to your organization, considering my 10+ years of experience in large manufacturing plants and proven strengths in quickly learning new processes.

Simply put, my experience as a Line Specialist with XYZ Fabricators Inc closely parallels the scope of this position. In this role, I worked on a line that achieved 100% of quality goals while exceeding the production targets by 125%. Assisting in the launch of a new line of high energy-efficiency appliances, as outlined by the Department of Energy, was also a requirement of this position. I excelled in interpreting detailed blueprints, aligning units using jigs and fixtures, and inspecting completed components to ensure conformance to specifications. Prior to this role, I trained within Sometown Community College's Line Worker Training Program and completed an intensive, six-week training course, earning Trainee of the Month in December 2008. Because I mastered a new assembly line trade so quickly, this program resulted in immediate hire by my employer. As a Production Line Worker with XYZ Motors Inc, I earned one of the best attendance records in the plant throughout my tenure and consistent high marks for meeting quality and productivity goals. Additionally, I served on the plant's safety team that enacted training/awareness programs, which reduced accidents and workers' compensation claims to a ten-year low. Additionally, I am a United States Army Veteran having earned the rank of Staff Sergeant and underwent extensive and highly-specialized training in procurement and logistics planning.

I am deeply passionate about creating products that make the lives of our customers better — and as your Production Technician, I will apply my experience and skill sets to ensure the high degree of performance that has been achieved throughout my career. Please do not hesitate to contact me with any questions or comments. Thank you so much for your time and considerations.

Sincerely,

George R. Smith