

Your Name

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Pendleton, SC 29670
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Yourname9876@gmail.com

September 6, 2019

Mr. John Hall
Production Supervisor
Sealed Air
690 Duncan Reedville Rd.
Seneca, SC 36421

Dear Mr. Hall:

I learned from my Career & Employability Resources office at Tri-County Technical College that you are hiring a Quality Inspector for Sealed Air and I am submitting the enclosed resume for your consideration.

I am currently enrolled in the Industrial Electronics Technology program and am already familiar with reading schematics. As you can see from my resume, my work as a truss builder allowed me to gain experience with large machinery, including the construction of roof and floor trusses. This work involves great attention to detail to ensure that all webs and chords are fit to company and management standards. Both there at XXX and at XXX Farm, I regularly inspected, repaired and maintained equipment, and I am familiar with using hand tools and large machinery.

I am excited about the possibility of working as a Quality Inspector and I would relish the opportunity to develop my skills further with Sealed Air. Please feel free to contact me by phone at (phone number) or email yourname9876l@gmail.com to answer any questions and possibly arrange an interview to discuss how my skills might fit with your needs. Thank you for your consideration.

Sincerely,

Your Name

Enclosure