

To Whom It May Concern,

Enclosed is my resume as I am interested in the position that you have available. I believe that I have the knowledge that you requiring, along with experience, a strong work ethic, and a professional and positive attitude. I do have extensive experience with operating, troubleshooting and repairing machinery. I am very professional in person and my communication skills are exemplary. Also, I have strong leadership skills and realize the importance of accuracy when doing my job.

I would like the opportunity to tell you more about my work experience and how my skill set could contribute to the successful day -to- day running of your company. I would be happy to supply strong references at your request.

I look forward to discussing the position with you.

Sincerely,

Elone McCracken
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Testing of cleaning products and procedures
Meet production goals and adhere to quality standards
Training of production team, Forklift Operator

Sanitation and Head Machine Operator

Rosina's Food Products, Cheektowaga, NY (January 2001 -

March 2008

Perform general equipment repairs and troubleshoot machinery
Meet production goals and adhere to quality standards
General assembly and disassembly of machines
Operate a fork lift