

Simon Abbey

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7 July, 2017

Mr. May
Hiring Manager
Factory Worker n Position
ABC Company
London

Dear Mr. May

I am responding to the ad for working at ABC Factory. With more than 5 years of experience operating a variety of machines and equipment to create consumer products while ensuring compliance to all regulations and guideline.

My background includes aligning product components, checking product quality, testing samples, and maintaining equipment and work areas. I often moved around and worked in different areas of the factory including the packing and shipping departments. Through my experience, I have become highly skilled at adhering to goals and requirements while facilitating streamlined factory operations. Additionally, my ability to work effectively in team-oriented environments with varying personalities and dynamics is sure to make me an immediate asset to your team.

I understand all safety standards for the workplace and I always make sure to follow them to keep both myself and my coworkers safe. I'm a good team worker and get along well with everyone as well as take instruction well.

As a quick and competent factory worker, I would welcome a chance to meet with you and discuss my skills and capabilities in more detail.

Thank you for your time and consideration, and I look forward to speaking with you soon.

Sincerely,

Simon Abbey