

Kirsten K. Olsen
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Date

Re: Electronics Assembler – Job ID: 659076

Dear Hiring Team:

The new owner of my most recent employer, Advanced Control Solutions (ACS), has moved manufacturing operations to Massachusetts. As a result, I am now seeking to use my experience in industrial computer manufacturing with a new local company.

My work history includes warehousing, shipping and receiving, as well as production work as an electronic technician. The skill set I acquired at ACS that would apply to your job posting is:

- Recognized by management and coworkers as the go-to person when additional help was needed in sub-assembly or pulling parts/hardware.
- Shipping and warehousing responsibilities including labeling units with serial numbers and manufacture dates; packaging units with necessary hardware and cables, shrink wrapping skids, operating floor jacks, and inventory control counts.
- Achieved 100% packaging compliance success and on-time shipments resulting in an estimated 5% cost savings over the previous person performing this job.
- Known for having a good sense of humor and being easy to get along with. Always willing to learn a new skill. Well organized and dependable.

On my last performance review my boss wrote, "I was one of the best employees in the company." As I look for new opportunities, I am highly driven to use my skills and abilities once again.

I look forward to hearing from you,

Best Regards,

Kirsten K. Olsen