

[0009 HHLtr "Engineer"]

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Date

Dear Executive Recruiter:

I am in the process of seeking a Quality Assurance Engineering leadership position where I can use my skills in:

- **Knowledge of quality control** – 20 years of setting up and running all aspects of quality assurance, including incoming materials review, work-in-process inspection, working with engineering in new product development, compliance with ISO 9000 and final testing.
- **Use of inspection equipment** – hands-on experience in the design and construction of tooling and fixtures, use of electrical and mechanical testing equipment, and writing inspection instructions.
- **Quality assurance management** – managed quality assurance departments with up to 25 technicians.
- **Setting up and leading Material Review Boards** – created Material Review Boards and chaired each for all aspects of material control, work-in-process and finished products.
- **Recruitment and training of technical staff** – personally trained machine operators, staff, inspectors and assemblers in all aspects of quality control.
- **Qualifying and monitoring vendors** – worked with vendors in Spain, Mexico and the United States concerning quality, manufacturing and testing procedures.
- **Added plus....** fully bi-lingual in English and Spanish.

If you are working on a client assignment requiring a hands-on, dedicated quality assurance manager, I would welcome your call.

Sincerely,

Jack Jefferson

Enclosure: resume