

[0045 HHLtr "Engineer 03"]

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Date

Dear Executive Recruiter:

I am a mechanical engineer with more than seven years of diverse manufacturing experience for companies ranging in size from startup to major corporations, and I am currently seeking a new position. My areas of strength include:

- **Technical Skills** – Managed production responsibilities successfully, implemented upcoming production processes, worked with micron and sub-micron tolerances and maintained proficiency in emerging technology for micro-device manufacturing.
- **Cost Reduction** – Increased throughput, decreased product defect rates, redesigned assemblies and optimized processes.
- **Creativity** – Led the design of eye-imaging products, participated in the development of three patents and served as a liaison for research and development engineers.
- **Team Building** – Hired and trained technicians, coordinated efforts from all departments and achieved production targets.

I would appreciate the opportunity to explore openings with one of your clients where I can contribute to the success of the engineering or production team. I look forward to hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume