

Phil Haas

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Gary Stone-Program Coordinator
IAM/ Boeing Joint Programs
19000 NE Sandy Blvd, Portland, OR 97294

Dear Mr. Stone,

Please accept my resume for your Manufacturing Machinist in your Apprenticeship Program. I will be graduating from Portland Community College (P.C.C.) Machine Manufacturing program spring 20XX. I would appreciate an opportunity to gain some valuable work experience and college credit through Cooperative Education with your company.

I have over four years of machining experience working as a hand finisher at Cascade Engineering Technologies and currently at Orchid Orthopedics. My responsibilities at Orchid include studying blueprints or sample parts to determine dimensions and tolerances of finished workpiece, sequence of operations, and setup. I hand polish parts to specification checking wall thickness and keep parts within tolerance. I calculate and set controls to regulate machining factors, and monitor speeds and feeds of machines. I can stand for long periods of time, following safety procedures, while working efficiently. I am able to directly apply my P.C.C. machine technology coursework at my current job.

My prior work experience includes four years of customer service in hospitality. I am an effective communicator both written and orally. Working well independently as well as with others were some skills I practiced every day. Attention to detail was also important in this work environment, and can be applied to your work environment.

I look forward to the opportunity to further discuss my qualifications with you. I am eager to show you the skills and well-rounded experience I can provide. I look forward to your response.

Sincerely,

Phil Haas