

February 18, 2020

International Paper

Re: Machine Operator

[Note: I am a licensed forklift operator]

I am excited to apply for the Machine Operator position. I've been impressed with International Paper's performance and would like the opportunity to work in a safe and efficient manner to ensure production of the highest quality packaging while maintaining a safe, clean, and healthy facility. Additionally participating in identification of continuous improvement opportunities and minimization of plant waste while placing emphasis on working safely, complying with environmental standards, housekeeping and quality considerations. Below are your requirements and my qualifications:

Your Requirements:

Six months minimum experience in manufacturing preferred

- > Ability to receive and enter data on computers
- Desire and motivation to work in a fast-paced team-based environment

Ability to stand on concrete floor for 8 to 12 hours/day

- > Ability to work rotating shifts, including weekends & holidays
- Work around moving equipment

Ability to operate machinery or industrial equipment and systems

- > Wear safety equipment such as ear plugs, eye protection and steel-toe shoes
- Ability to work in a drug free environment

My Qualifications:

I have worked on various computer systems receiving and entering data in particular as a pharmacy technician where I retained a 100% accuracy rating. I also worked on a team for 8 years serving in the United States Marine Corps, performing data reception and entry as a Tactical Air Defense Controller (MOS 7236)

My USMC experience leaves me heavily qualified to stand and move over 12 hours/day while working rotating shifts including weekends and holidays. My MOS is defined by working around moving equipment such as expeditionary radars, antennas, heavy vehicles and high yield power sources.

I have proven myself more than capable of operating heavy machinery in the Marine Corps and I also obtained my aforementioned Forklift License as well. I am also committed to remaining drug free.

These are only a few of my accomplishments. I look forward to speaking with you in more detail about my experience.

Sincerely,
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