

John E. Doe

123 House Drive Moore, OK 73069 405.123.4567 johndoe@yahoo.com

Bob Builder
U-Can Manufacturing
1234 Main Street
Norman, OK 73069

July 23, 2020

Dear Mr. Builder,

I am writing in response to your job posting from July 15, 2010 on Moore Norman Technology Center's website for a CNC machinist.

I recently graduate from Moore Norman Technology Center after completing 1,560 hours to earn my CNC Machinist Diploma. I am proficient in using various machine tools and centers to produce accurate parts with a high quality. I have experience in both a supervisory role and quality control as indicated in your advertisement. I am eager to put my education and work ethic to work for your company name.

I look forward to speaking with you in the near future about your expectations and my qualifications. If you have any questions, please feel free to contact me at 405.123.4567.

Thank you for your time and consideration.

Sincerely,

John E. Doe

Enclosure: Resume and References