

Sample Cover Letter for Precision Machinists

Peter Jones

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First & Last Name
Name of Company
Address
City, State Zip

Dear Mr. Last Name (or Hiring Manager):

I recently learned of the CNC Operator position with [Name of Company] after reviewing your website [or after reviewing Monster.com or some other job website]. I believe my experience and skills would enable me to make an immediate contribution to your company. My qualifications related to your position description are as follows:

Your Requirements

High school or equivalent with one year of experience as a machinist.

Read and understand blue prints/customer drawings, set up and process sheets, sketches, and related technical data to determine: tooling requirements, set up procedures, controller settings, feeds and speeds, and machining methods and sequences.

Load program into machine controller or enter commands to retrieve preprogrammed instructions.

Produce defect free parts and measure parts for conformance using precision measuring instruments.

Operate machine manually to perform non-automated functions during set up.

Able to problem solve to resolve any machining issues.

Communicate clearly with supervisor and maintain detailed records and reports.

My Qualifications

Graduated from Red Rocks Community College with an A.A.S. in Precision Machining [or with a *Manual Machine Operator Certificate, CNC Lathe Operator Certificate, and CNC Mill Operator Certificate*] [or list any Certificates you earned]; [insert #] years of experience as a CNC machinist.

Proficient in reading and interpreting blueprints and diagrams; experience with set up, programming, and operating CNC lathe and mill machines to manufacture parts to blueprint specifications.

Programming knowledge and experience, both CAD and CAM.

Known for ensuring quality and defect-free parts; take correctional measures accordingly; utilize precision measuring instruments to ensure conformance to specifications.

Ability to manually operate machinery.

Detect malfunctions, troubleshoot processes, and adjust/reprogram controls to meet varying needs of the fabrication process; perform preventative and regular maintenance work on CNC machines and related tools.

Maintain required electronic build records and process logs, records, and reports; excellent communication skills.

My resume is attached for your consideration. I welcome the opportunity to discuss further how my qualifications, energy, enthusiasm and willingness to learn can make a considerable contribution to [insert name of company].

Sincerely,

Peter Jones

(Adapted from careerservices.uic.edu/docs/Sample%20T%20Cover%20Letter.pdf)