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| **Robert smith**  **General Operator** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**:1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I came across your job posting in ABC Company for a General Operator position, and I am interested in applying for it. I am the ideal candidate for this position due to my background as General Operator and I am confident that my additional industry expertise and knowledge will be very helpful to your company. I am an enthusiastic and driven professional with a high school diploma. I take great satisfaction in my capability to work diligently and effectively in a hectic situation. I also pay close attention to detail and take extra precautions to perform all assignments correctly and to the greatest quality. I feel confident working both individually and as a team, and I am always ready to pitch in when assistance is required.

A few of my qualifications and credentials include –

* Appreciated as a good team player in being flexible with the team and working hand in hand for a common goal.
* Commended for commitment to go above and beyond to complete the task
* Great understanding of equipment and machinery and maintaining them properly.
* Assisting with administrative tasks and completing work assigned by the supervisor.

I am sure I have the knowledge and expertise necessary for the General Operator position at ABC Company. Given an opportunity to join the team at ABC. Inc, I can assure you my fullest contribution as a good team player and can bring significant value add to your organization, using my experience and skill set.

Thus, I would be delighted to talk more in-depth about the position and my work experience during an interview for this post. Kindly let me know if you need any additional information from my end. I appreciate your forethought in advance.

Sincerely,

[Your Name]