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March 12, 20xx

Hiring Manager
Acme Tool Works
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am writing to apply for the **CNC Machining** position at Acme Tool Works as advertised on your company website. My hands-on education and knowledge of machine processes will enable me to start on projects immediately.

I have included my resume which details my experience and skills; however, I would like to highlight a few qualifications that meet your needs: These include:

- Understanding of the setup functions of CNC machines
- Knowledge of using measuring systems
- Familiar with OSHA policy and Material Safety Data Sheets (MSDS)
- Excellent written and verbal communication skills
- Proven track record of working effectively on a team

I would welcome the opportunity to work for Acme Tool Works. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student