

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Re: Engineering Workshop Technical Liaison - [Job Reference Number]

I am writing to express my interest in the Engineering Workshop Technical Liaison position at [Company Name]. With a background in [Specific Engineering Discipline] and hands-on experience in high-precision workshop environments, I offer the technical proficiency and communication skills necessary to bridge the gap between design engineering and floor-level production.

During my tenure at [Previous Company], I acted as a primary point of contact for [Number] concurrent projects. My core responsibilities included translating complex CAD designs into actionable fabrication workflows, troubleshooting manufacturing bottlenecks, and ensuring all output met [ISO/Industry Standard] specifications. I successfully reduced [Specific Metric, e.g., scrap rate or turnaround time] by [Percentage] through improved documentation and cross-departmental coordination.

My technical expertise includes:

- Interpreting GD&T (Geometric Dimensioning and Tolerancing) and technical blueprints.
- Coordinating between CNC Machining, Welding, and Assembly departments.
- Utilizing ERP/MRP systems for material tracking and production scheduling.
- Managing Quality Assurance (QA) protocols and non-conformance reporting.

I am particularly drawn to [Company Name] because of your recent work on [Specific Project or Innovation]. I am confident that my ability to facilitate clear technical dialogue between engineers and technicians will contribute to the continued operational efficiency of your workshop.

I have attached my resume for your review and look forward to the possibility of discussing how my technical background aligns with the needs of your production team.

Sincerely,

[Your Signature]

[Your Printed Name]