

Jarome McLaughlin

Waterloo, ON | (437) 601-5803 | Jarome260@gmail.com

Dear Hiring Manager,

I am applying for the Millwright Apprentice position with your team. With hands-on experience in automotive manufacturing and industrial production, along with formal training in Industrial Mechanic & Equipment Maintenance, I am prepared to contribute in a fast-paced, safety-focused environment.

Through my experience at Toyota Motor Manufacturing Canada, I developed strong mechanical awareness working around automated production systems and installing components within precise tolerances. I regularly performed quality inspections, used power tools and measuring instruments, and worked under strict production timelines while maintaining safety standards. This environment strengthened my attention to detail, reliability, and ability to perform under pressure.

My training at Conestoga College provided me with foundational knowledge in mechanical systems, blueprint reading, trade mathematics, hydraulics and pneumatics fundamentals, and safe work practices including Lockout/Tag-out procedures. I am comfortable interpreting technical drawings and supporting maintenance and mechanical tasks as required.

I take pride in being dependable, safety-conscious, and committed to continuous improvement within the trade. I am eager to continue developing as a millwright while contributing strong work ethic and mechanical aptitude to your operation.

I welcome the opportunity to further discuss how my skills and experience align with your team's needs. Thank you for your time and consideration.

Sincerely,
Jarome McLaughlin

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Level 2 Millwright Apprentice with firsthand experience in automotive manufacturing and food production. Skilled in equipment installation, assembly, blueprint interpretation, and safe operation of industrial machinery. Recognized for reliability, strong attendance, and efficiency under pressure. Seeking to advance in a maintenance-focused role to further develop and contribute to the trade.

Technical Skills

- Mechanical assembly & component installation
- Blueprint & schematic interpretation
- Preventative maintenance support
- Power tools & precision measuring instruments
- Conveyor systems & automated production lines
- Quality inspection & tolerance verification
- Able to lift 75+ lbs and work extended shifts

Education

Industrial Mechanic (Millwright) Pre-Apprenticeship Program Conestoga College – 2025

- Rigging Fundamentals
- Lockout/Tag-out procedures
- Trade math & layout calculations
- Mechanical systems fundamentals
- Bearings, drives and power transmission
- Hydraulics & Pneumatic basics

Certifications

- Lockout/Tag-out
- Working at Heights
- WHMIS
- Emergency First Aid, CPR-C & AED
- Boom & Scissor Lift/Forklift Counterbalanced Certification
- Crane & Hoist Hand Signals
- AODA Workplace Training

Work Experience

Toyota Motor Manufacturing |*Production worker*| Cambridge, ON 2021-2024

- Installed and aligned automotive components within tight tolerances
- Performed in-process quality inspections to ensure engineering specifications
- Maintained strict adherence to safety protocols including Lockout/Tag-out procedures

TreeHouse Foods |*Production Operator*| Georgetown, ON | 2019 – 2021

- Measured and scaled materials accurately using industrial equipment
- Prepared and processed large-scale production batches in a high-volume facility
- Assisted in equipment setup and changeovers