

Analyst, Materials Cover Letter

3782 Mitchell Canyon New Francismouth, ME 75023-1053

Dear Tyler Pacocha,

Please consider me for the analyst, materials opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for requirements and direction for security access during the design or purchase process of new systems or applications.

Please consider my experience and qualifications for this position:

- Prepare new program or prototype project schedules as necessary
- Coordinate with Manufacturing Supervision to provide a workable schedule and assists in correcting work center load imbalances
- Influence and persuade all levels of employees in order to implement a successful program plan
- Analyze part requirements, orders, schedules, reschedules and expedite assigned items as necessary based on review of manually generated reports or MRP/data processing outputs
- Input/update part planning information for assigned parts
- Inform appropriate personnel of items not on schedule and potential impact of delay
- Provide all pertinent data to accounting for termination's/cancellations and obsolescence analysis
- Work with Assembly and Test Management to develop a "Kit" delivery schedule which will balance the Assembly and Test work load and insure on-time delivery to customers daily delivery schedules

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Tyler Kuhlman