

Intern Planning Cover Letter

4519 Antone Crossroad North Chia, WV 42340

Dear Frankie Swift,

In response to your job posting for intern planning, I am including this letter and my resume for your review.

In the previous role, I was responsible for leadership and vision to further optimize the production planning, scheduling and materials requirements planning processes.

Please consider my experience and qualifications for this position:

- Learn about Lean Six Sigma methodology and be able to apply it for process improvement
- A creative and innovative mind
- Experience with computers and with Microsoft Windows Office and other common business desktop software packages
- A Planning Intern will typically progress into a Planning Associate once sufficient experience has been gained and skills demonstrated
- Innate curiosity and aptitude
- Experience/study in marketing or research methodologies preferred
- Understand how sales trends, POS and /or shipment patterns will affect future demand and integrate into forecasts
- Perform root cause analysis of all appropriate STR and PD misses in materials planning

Thank you for considering me to become a member of your team.

Sincerely,

Armani Koepp