

Intern Planning Cover Letter

99248 Hickle DamLashawndashire, ND 17937-7005

Dear Emerson Parisian,

I submit this application to express my sincere interest in the intern planning position.

In the previous role, I was responsible for oversight and ensures collaboration between Master Production Planning, Production Scheduling and Material Requirements Planning activities.

Please consider my qualifications and experience:

- Excel proficiency and analytical skills preferred
- Excellent verbal and written communication skills with a high level of attention to details
- Self-motivated and enthusiastic about contacting agencies and other stakeholders
- Enjoy working in a team environment with a team-player mentality
- In the process of receiving a BS or MS in Planning from an accredited program
- Familiarity with principles of MRP (Material Requirements Planning), product Bills of Materials and inventory management
- Knowledge of continuous improvement methodologies used in eliminating waste from manufacturing processes helpful
- Basic Microsoft Office (Word, Excel, and PowerPoint) skills

Thank you for your time and consideration.

Sincerely,

Max Schaden