

Intern Planning Cover Letter

438 Marcel Oval West Titus, OR 88538

Dear Sawyer Fay,

Please consider me for the intern planning opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for process best practice and technical leadership (through influence not direct reporting) to the organization in: production planning, material replenishment, plant scheduling, inventory planning, ERP utilization, and distribution resource planning.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Adept at Microsoft Excel, PowerPoint, and Word
- Collect and update community contact information
- Navigate FEMA websites and databases
- Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook)
- Review forecast to determine if there is a need to contact supply location to determine possible capacity constraints
- Fashion, Retail or Business related studies
- Familiar with MS Office, especially XLS and PPT
- Demonstrated leadership in outside jobs, internships/co-ops, school functions

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Tyler Hayes