

Manager Materials Cover Letter

5190 Patty Loop
South Brenton, KY 19551-2570

Dear Brooklyn Bins,

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

Previously, I was responsible for target cost information to the Hong Kong Materials team to support their negotiation efforts for Eastern Hemisphere fabrics and is responsible for negotiating costs for Western Hemisphere fabrics.

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:

- Maintain and monitor MRP parameters
- Interface with Sales Department in addressing customer pull, push and cancellation
- Interface with machine shop, Production, Sales, Quality Assurance and Engineering to achieve the smooth flow of materials and services
- Able to generate reports, investigate and resolve problems using problem solving tools and methodologies
- Excellent understanding and working experience with MRP/ERP systems
- Computers skills (word, excel, power point)
- Hands on experience with setting up and managing a warehouse
- Able to prioritize and multi-task– assign the highest priority to internal and external customer satisfaction while meeting commitments to achieve business objectives

Thank you for taking your time to review my application.

Sincerely,

Lennox Graham