

# Manager Materials Cover Letter

517 Hollis ParkFaheyborough, MD 68722-7902

**Dear Oakley Block,**

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

In the previous role, I was responsible for leadership in selecting, developing and evaluating personnel to ensure the efficient operation of materials functions and Allegion's operating goals and objectives.

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:

- Understanding of business models, business analysis & KPI measurements
- Strong analytical and intuitive skills to interpret forecasts and to use judgment to anticipate and react to demand fluctuations and incorporate these learning's into an S&OP process
- Completion of post-secondary education in Materials Management or a related field
- Expert user of Microsoft windows, with emphasis on Excel, Access, PowerPoint
- Experience in a fast paced machining and/or aerospace environment
- FX Warehouse Management experience preferred
- PC Literate in MS Windows, MS Office and Computerized Materials
- Supervision of Stockroom, Kitting, Shipping & Receiving personnel

**I really appreciate you taking the time to review my application for the position of manager materials.**

Sincerely,

Riley Schultz