

Materials Coordinator Cover Letter

573 Block Mall
South Dionland, IA 56829-1121

Dear Drew Cronin,

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

In the previous role, I was responsible for materials and manufacturing expertise as well as lead product and related materials, manufacturing technologies and methods roadmaps.

Please consider my experience and qualifications for this position:

- Demonstrable experience with shop floor materials management techniques
- Occasional overtime will be needed during periods of high activity (plant Turnarounds, audits)
- Member of Association for Operations Management (APICS) considered an asset
- Materials Management System (Smart Plant Materials, JD Edwards)
- Transportation and/or Logistics background is an asset
- Planning and/or Scheduling considered an asset
- Knowledge of inventory control processes and material transactions
- Self-Motivated -Does not require significant supervision to perform daily obligations

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

Sincerely,

Frankie Ortiz