

Materials Coordinator Cover Letter

173 Oberbrunner HavenEast Jorge, VT 38473

Dear Dylan Herman,

I would like to submit my application for the materials coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for technical support for Design, Quality & Manufacturing Engineers, with material property information, manufacturing processes, maintaining awareness of material/parts production issues.

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:

- Relies on metrics and data to make informed decisions
- Previous experience working in an FDA or similarly regulated environment
- BA / BS (preferably in management/logistics)
- Experience implementing ERP and SIOP systems
- Inventory management/scheduling experience in a manufacturing environment preferred
- Readily accepts additional responsibilities
- Experience in finding documents in STAC
- Working knowledge of production planning or production scheduling

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Dylan Doyle