

# Materials Coordinator Cover Letter

947 Rosalinda ParksAllynside, MN 90092-7588

**Dear Sutton Haley,**

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 expert guidance to suppliers and product development staff to eliminate or control sources of variability in manufacturing.

My experience is an excellent fit for the list of requirements in this job:

- Material Catalog
- Material Summary / Job Balance
- Working knowledge and experience with Microsoft Office Suite (Word, Excel, and Outlook) and other computer programs for processing and maintaining furniture inventory, work orders and email
- Knowledge if materials systems (Cycle Counting, Inventory and Receiving process)
- Knowledge of spreadsheet or database software preferred
- Advanced IT literacy
- Stock parts, fill shortages and pull kits to support the assembly team and build schedule
- Build lower level sub-assemblies for our various product lines and accessories

**Thank you for taking your time to review my application.**

Sincerely,

Max Boehm