

# Materials Coordinator Cover Letter

5409 Marvin Route Rogahnfort, AZ 53517

**Dear Dakota Kohler,**

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

In the previous role, I was responsible for technical guidance and support to manufacturing, maintenance, engineering, and support staff regarding health and safety matters.

Please consider my experience and qualifications for this position:

- Materials Replenishment Planning (MRP) system experience
- Advanced computer skills (Word, Excel, Access, Outlook)
- Proven results in inventory control, planning, scheduling and execution of materials
- Basic understanding of electrical, mechanical and electronic equipment an asset
- Proficient in Microsoft Office, with advanced capabilities in Excel
- Possess a valid driver's license with a clear driving abstract
- Experience operating a forklift, hoisting/rigging and overhead crane operations
- Excellent written and verbal communication skills, organizational skills, and computer skills

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

Sincerely,

Riley Kemmer