

# Materials Coordinator Cover Letter

36060 Vesta Heights Letisha port, WV 04715-2215

**Dear Onyx Gislason,**

I am excited to be applying for the position of materials coordinator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for a project support role with outside organizations in the transfer of manufacturing from the Massachusetts facilities to outsourced manufacturing vendors.

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:

- Provide packing, logistics and other support as needed for shipping and receiving
- SAP knowledge and experience and knowledge of manufacturing concepts
- Specialized courses in inventory control/materials management or equivalent are preferred
- Experience working in a JIT manufacturing setting related to BOM assemblies finished product
- Experience with MRP type systems for the quoting, minimum by levels and control of vendors
- A team-oriented, self-start capable of operating independently in a start-up environment
- Advanced Microsoft Office (including Excel) experience
- Manufacturing shop floor experience preferred

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

Sincerely,

Shae Tillman