

Planner, Materials Cover Letter

53241 Gleichner Station South Angle, ID 47107-9430

Dear Emerson Kiehn,

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

In my previous role, I was responsible for inventory projections as part of overall inventory strategy, while optimizing inventory levels to support customer service levels and inventory targets.

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:

- Able to understand bills of material, responses to requests for quotation and customer orders so that orders for material can be planned and executed with qualified/selected suppliers
- Understands 'as built' customer installations so that replacement service parts can be ordered
- Follows business processes and makes appropriate use of business systems to ensure delivery of parts as ordered and delivery to schedule
- May assist in resolving disputes with suppliers regarding quantity, cost or delivery of approved products, parts or services
- Respectful of persons and able to work effectively across all cultures
- Cross cultural work experience is preferred
- Good command of English knowledge
- Written communication skills sufficient to produce meaningful and cogent reports regarding activities

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,