

Planner Cover Letter

177 Anthony Trail West Stephentown, TX 58562

Dear Gray Gorczany,

Please consider me for the planner opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for oversight and guidance to the work of student employees and coordinate the management of the office.

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:

- Clinical Supply Chain Management experience using contract manufacturing companies strongly preferred
- Major of mechanical or electrical is preferred
- Master MS offices, especially Excel skills
- Knowledge on forecast models, planning model
- Working knowledge of MRP systems, just in time concepts and respective production processes
- Knowledge of basic planning tools (JIT
- Bilingual (ideal)
- Excellent attention to administrative detail to include timely analysis, follow through, and final resolution

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

Sincerely,

Indigo Feil