

# Production Scheduler Cover Letter

565 Errol Forge East Lamarhaven, OH 98611-2601

**Dear Shiloh Oberbrunner,**

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

In my previous role, I was responsible for leadership and direction to material handlers to maintain neatness and housekeeping of materials delivered to production.

Please consider my qualifications and experience:

- Lean manufacturing processes experience
- Knowledge and usage of Kanban systems
- Advanced knowledge of Excel, MS Word, and computer database
- Solid knowledge of and experience with manufacturing systems – SAP bydesign, MRP, ERP, Inventory Control
- Able to meet deadlines, adapt to rapidly changing priorities and able to handle multiple tasks
- Possess highest level of integrity and able to maintain confidences with utmost discretion
- Cut Process Order (PO.) across all Manufacturing Areas in line with Production Schedule Requirements and provide support to Scheduling Coordinator
- Basic computer skills, including but not limited to Microsoft programs

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

Sincerely,

Denver Schoen