

Production Scheduler Cover Letter

46444 Terri SpurNorth Irena, NY 27797

Dear Dallas Hayes,

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

In the previous role, I was responsible for qA support and constant communicator with various plant departments including production, logistics, supply management, finance, EHS.

Please consider my experience and qualifications for this position:

- Experience in Assembly, Material Requirements or Logistics
- Working knowledge of Word, Excel (Advanced), Enterprise Reporting Planning, Material Requirements Planning software, Internet software and Outlook
- Lean manufacturing working knowledge and/or certifications preferred
- Strong analytical capabilities and proficiency in MS Excel
- Previous experience working with subcontractors/contract manufacturers in the OCTG finishing industry
- Experience working with SAP ERP Production Planning Module
- ASQC accreditation
- Team player within multi-disciplined team

I really appreciate you taking the time to review my application for the position of production scheduler.

Sincerely,

Dallas Gleason