

Scheduler Production Cover Letter

8091 Marcelene MountainsKertzmannfurt, TN 14772-3700

Dear Riley Marks,

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

In the previous role, I was responsible for input to the Material Supply Planner for root cause analysis of failed Supplier OTIF and OTIF within own area of control.

Please consider my qualifications and experience:

- Computer literacy and working knowledge of Microsoft Office software
- APICS certification in materials/enterprise resource planning (MRP/ERP) preferred
- Establish, review, and publish detailed production schedules to ensure customer commitments are met
- Establish metrics reporting including detailing attainment of published production schedule
- Works with Sales Forecasting and customer service to assure that the production plan/finished goods inventory support the sales forecast and open orders at the specified levels of service
- Monitor WIP Inventory levels
- Review and maintain Reorder point and EOQ data at the SKU level for "Make" items to balance inventory levels with economical production runs
- BA in business or equivalent in experience preferred

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

Sincerely,

Onyx Terry