

Scheduler Production Cover Letter

68343 Windler TrafficwayHermanfurt, CT 46552

Dear Sutton Schowalter,

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

In my previous role, I was responsible for supervision and/or on-the-job training to more junior project professionals assigned to area of responsibility as needed.

Please consider my qualifications and experience:

- Experience in cross functional team
- Knowledge of supplies, equipment, and/or services ordering, inventory control of these items
- Able to maintain filing systems and databases
- Basic knowledge of procurement processes and strategic supplier management
- Understand purchasing policies and procedures
- Knowledge of business concepts / principles (terms and conditions, transportation, accounting)
- Basic knowledge of supply chain programs (consignment, JIT, VMI)
- ISO or equivalent system, understanding procedures, requirements, and change control (FDA, GMP)

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

Sincerely,

Phoenix Berge