

# Shift Superintendent Cover Letter

4525 Wiegand FallEast Merideth, KS 24297-0755

**Dear Lennon Barton,**

In response to your job posting for shift superintendent, I am including this letter and my resume for your review.

In the previous role, I was responsible for guidance for all plant personnel to ensure that personnel Safety and Food Safety policies/procedures, GMPs and plant rules are followed and adhered to.

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:

- Manufacturing or automotive background preferred
- Experience working in a food manufacturing environment applying common processes, procedures and equipment
- Knowledge of production procedures in a GMP environment
- Thorough knowledge of manufacturing procedures and processes gained from direct manufacturing experience
- Advanced leadership skills in order to effectively integrate the activities in new production processes
- Supervisory experience within the FDA, pharmaceutical industry
- FDA or Pharmaceutical Industry experience
- Experience motivating, developing and disciplining subordinates

**Thank you for taking your time to review my application.**

Sincerely,

Sam Harvey