

1111 N. Clinton Road
Decatur, IN 46222
May 7, 2017

Ms. Rachel Smith
Lincoln Foodservice Products, LLC
1111 N. Hadley Road
Fort Wayne, IN 46804-5540

Dear Ms. Smith:

I am sending the attached resume in response to the Materials Manager position advertised on Indeed.com on May 4th, 2017. I read your advertisement with great interest, as I believe I am a well qualified candidate for this position. I have the experience and knowledge required to be effective in your company.

You stated in your advertisement that you are seeking someone to improve customer delivery performance, including on-time and past due. My experience in synchronizing inventory and production schedules to satisfy internal and external customers has increased our on-time delivery to the customer from a low seventy-percent range to the high ninety-percent range consistently with my current employer, eliminating past due and increasing inventory turns. I have also improved our inventory accuracy with our daily cycle count system to an almost perfect 100% accuracy. I am able to work under pressure and multitask constantly and meet deadlines required.

I look forward to meeting with you to discuss how I can contribute to your organization. I can be reached at (260) 555-1212 or at janedoe@yahoo.com to arrange for an interview. Thank you for your time and consideration.

Sincerely,

Jane Doe