

Name

Address
City, Province Postal Code
Home Phone
Cell Phone
Email Address

Date

Re: Job Opportunity – Production Manager

Dear Human Resources:

Please accept this letter and resume as application for the Production Manager position. The ***Relevant Qualifications*** and ***Relevant Work Experience*** sections of my resume outline the assets that would make me an ideal choice for consideration. I believe that I have the necessary skills and experience required for this position and feel that I could be a valuable asset to your team.

As indicated on my resume, my experience includes over 10 years' of supervising staff in a manufacturing environment and possess extensive knowledge of plant equipment, a strong mechanical aptitude and the ability to ensure that all equipment is maintained and running properly. I have successfully earned a Business Administration Diploma from Dayton University. Among my many attributes are that I can direct work activities, schedule employees and write up all necessary documentation. I possess the required level of enthusiasm and energy to recommend improvements to those production methods which can positively impact upon every area of a business.

I would apply myself with energy and enthusiasm to this position. I believe I could make a valuable contribution to your team and would welcome the opportunity to discuss my candidacy with you in more detail and look forward to hearing from you.

Thank you for your time and consideration.

Cordially,

Name

Enclosure: Resume