

(Name Withheld)

1234 Main Street, Anytown, USA 55555 • Home: (333) 333-4444

E-mail: myname@provider.net

Month Date, Year

Name

Title

Company

Address

City, State

Dear (Name):

I am interested in obtaining a position in production or manufacturing management, building on more than 30 years of progressively responsible experience in newspaper production as well as experience in commercial printing. If you currently have openings or anticipate openings in the near future, I would be very interested in speaking with you.

As a seasoned manager, I have an extensive background in such areas as budgeting and planning, production scheduling, project management, inventory and purchasing, quality control, customer service, plant maintenance and safety. I believe that the following highlights are indicative of the value that I can bring to your organization:

- Chosen as one of 20 employees from a pool of more than 25,000 employees for a one-year company leadership program.
- Oversaw the successful installation, implementation and operation of distribution center equipment for one employer that resulted in a 31% return on investment.
- Dramatically raised performance improvement scores at one newspaper that resulted in an increased ability to meet deadlines; also significantly raised quality scores as well.

In general, I am an outgoing, highly motivated individual with excellent communication, organizational, problem solving and leadership skills. In addition, I have consistently demonstrated an ability to develop high-performance teams that successfully meet requirements for production quality and timeliness. I have also enjoyed a strong rapport throughout my career with both management and direct reports, as well as with customers, vendors and union representatives.

Again, I am very interested in production or manufacturing management positions with your company, and I hope to hear from you soon. If you feel that my qualifications merit an interview, please contact me at one of the phone numbers or at the e-mail address noted above.

Sincerely,

(Name Withheld)