

Dear Mr. Townsend,

I am writing to you today seeking the posted position of Materials Department Manager. In my twenty years of experience in warehousing, distribution, logistics, analysis and planning I have gained valuable insights as to the best practices in how to maintain inventory levels to meet customer demand.

In my most recent position as the Films and Materials Analyst as well as previous positions, I've gained valuable insight regarding the opportunities and challenges facing this post. In that time, I have developed statistical forecasting models for the SIOP process in a global supply chain, worked through 3PL and 4PL partners to successfully serve the customer and worked in ad hoc groups to develop safety processes, and training programs, managed labor in a performance pay environment, inventory requirements and quality in a production lot management environment, relationships with contractors, customers and teammates, assisted in the selection of team members, built teams through personnel management, supervised inbound and outbound quality and performance utilizing coaching and discipline.

With this experience and knowledge in both global supply chain management, personnel management, and in food manufacturing and distribution I am well suited to take appropriate action on the day to day responsibilities as well as build key relationships that will improve the overall function of operations. I look forward to discussing this opportunity with you!

Kind Regards,  
Andrew Keeny  
913.515.8618