John

Smith

March 4th, 2003

Mr. / Ms. \_\_\_\_\_\_\_\_\_

(Company)

(Address 1)

(Address 2)

Ladysmith, BC Canada

LinkedIn.com/in/name

555-555-5555

name@email.com

**Manufacturing Engineering Manager**

Dear Mr. / Ms.

As a leader in manufacturing engineering with over 25 years of experience in advancing operational capabilities and efficiency, I am confident I possess the skills and qualities you seek for the position of BLANK. My expertise in strategic planning, project management, continuous improvement and design for manufacturing make me an ideal candidate.

**Manufacturing Engineering Leadership –** As the Manager of Manufacturing and Engineering at Dayton T. Brown, Inc., I piloted multi-faceted projects for the U.S. Department of Defense (DoD) and non-government entities, with full project budget and P&L accountability. I also **rebuilt and revamped the manufacturing division.** By spearheading the redesign for ease of manufacture of a complex control cabinet, a product line already in production with a competitor, I was **key in winning a production contract with Copley Controls for the largest, most diverse product to hit the shop floor.**

**Continuous Improvement –** Seasoned in Lean, Six Sigma and Kaizen 5S methodology, I have consistently improved engineering operations, profitability and customer satisfaction throughout my career. For example, as Director of Operations in Engineering, for National Elevator Cab & Door Corp., I **eliminated waste** **in engineering, purchasing and production, advanced throughput, propelled profitability** **and reduced the design-to-manufacturing lead time.**

**Education –** I have a **Bachelor of Engineering** degree from the New York Institute of Technology, as well as an **Associate of Applied Science in Machine Tool Technology** from the New York City College of Technology, where I was **trained in the European style.**

These are but a few of the ways I have achieved bottom line results for my employers, and you can rest assured I would bring this same focus on continuous improvement, engineering excellence and strong business acumen to your organization. I would welcome the opportunity to meet with you to discuss further your needs and my qualifications.

Sincerely,

John Smith