

John D. Smithishly

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December 31, 2019

Robert Williamstone
Human Resource Director
Any Company
25 Any Street
Lawrenceville, NJ 08648

Dear Mr. Williamstone:

Please consider my qualifications for the position of Production Manager listed in the December 23, 2019 edition of the *Somewhere Times*. I feel that my background and experience closely match your needs. My experience includes over 8 years as a Production Manager and 12 years in a manufacturing environment.

In my position as a Supervisor at ABC Corporation, I worked with state-of-the-art CNC machines to manufacture major rotating parts for jet engines. One of my recent achievements was to increase productivity 25% through establishing new procedures. In addition, I have completed several workshops on new manufacturing processes and procedures with the goal of increasing the productivity percentage.

I would appreciate the opportunity to meet with you to further discuss this position. I may be contacted at (609) 555-0100 to arrange an interview. Thank you for your time and consideration.

Sincerely,

John D. Smithishly
John Smithishly

Enclosure