

Dear Sir,

As you are looking for a production manager who will add value to your company through efficient management of the production process, I am excited to have this opportunity to share with you my skills and experience. I am goal-oriented, efficient, and an excellent team motivator who thinks logically and creatively to solve problems and maximize production.

With over 15 years of experience as a Production/Bakery manager, I am not only proficient in all aspects of the production process, but I have also developed a high degree of professional judgment. In my previous position, I implemented procedures to optimize workflow that increased the rate of production while cutting costs.

My department consistently met production budgets. In my role as Manager, I developed and set in place a training program that ensures all employees follow proper operating procedures and that the workplace is fully compliant with health and safety standards.

My goals include providing motivation and resolving potential conflict for the employees under my supervision. It is my duty to meet several objectives, including saving costs, meeting production standards, maximizing efficiency, and ensuring a safe work environment.

My high level of organization and motivation helps me meet these goals consistently.

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications in person or by Skype and let you know how I can be of value to your company,

Thank you,

Jessie Ravelo