

ANTHONY QUINN

October 3, 2006

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

As a driven operations director with extensive experience in packaging and production, and a proven record of accomplishment in bringing about efficiency improvements, I believe I offer an expertise that would be of benefit to your company. With a hands-on approach, strong leadership skills, and a focus on achieving operational excellence as my strengths, I would like to explore the possibility of putting my knowledge and skills to work for you.

As you can see from my enclosed résumé, my background includes ground-up experience in all aspects of facility operations. Currently, my responsibilities encompass the oversight of a 100,000 square-foot facility that specializes in clinical packaging for the pharmaceutical industry. My record speaks to my ability to effectively implement operations improvements that directly impact bottom-line revenues. Most notably, I was instrumental in helping the company realize revenues that surpassed goals by over \$2 million. In addition, I am credited with leading the successful implementation of an Oracle Manufacturing module that automated our existing inventory and purchasing systems as part of company-wide move to enterprise resource planning.

My success in achieving results has been defined by my progressive mindset, sound problem-solving skills, strong decision-making ability, and effective follow-through. Equally important, is my passion for teamwork. A life-long involvement with football makes me a firm believer in the power of teamwork and I am an avid supporter of its principles in the workplace. My open and inclusive management style and my commitment to training and developing staff arise from my belief in teamwork. I feel strongly that they are an intrinsic part of the success I have had in achieving goals. With this combination of skills and traits to offer, and a solid track record behind me, I am confident I can produce results for you as well.

I would be pleased to have the opportunity to discuss your needs and how I might be able to meet them. Feel free to contact me at the address and phone number listed below.

Thank you for your consideration.

Sincerely,

Anthony Quinn

Enclosure