

July 20, 2020

Davida Taylor
Human Resources
Robinson International, Inc.
Greensboro, KS 27408

Re: Lead Process Engineer (Position #8675309)

Dear Mr. Taylor:

As a process engineer, I have several years of experience with working in weaving departments consisting of Sulzer, Satzer, and Dornier air-jet looms—equipment similar to that used on the production floor at Robinson International. In my past two roles, I have cut departmental costs, improved product quality, and implemented process improvements. I am confident that I could produce similar results as Lead Process Engineer at Robinson International.

I am drawn to this position because it would enable me to use my technical skills while also pursuing my passion for training and mentoring team members. I'm also intrigued by Robinson International's intense focus on innovation and ability to remain a pioneer in the airbag manufacturing industry over the past three decades.

As you will see below, my achievements from my current role align quite well with the core job requirements for Lead Process Engineer.

Job Requirements

- Improve products using knowledge of manufacturing processes, tooling, and production equipment.
- Reduce department expenses by identifying and removing existing production-line bottlenecks.
- Train production personnel and/or other engineers in new or existing operating procedures.

Qualifications

- Reduced number of defective products by 15% by identifying needed repairs to production machinery and equipment.
- Saved company \$25K annually by modifying workflow processes in Weaving Department.
- Decreased time needed to make corrections to machine failures by 15% as a result of improving technical training provided to assembly-line employees.

My attached resume provides a more in-depth description of my qualifications. I look forward to exploring additional ways that I can add value at Robinson International.

May we schedule a time to talk this week?

Sincerely,

Jane Smith
Js123@ezmail.com
111.222.3333

Enclosure