

Elijah Reeves

Senior Manager, Production Planner

☎ (816) 555-1234 ✉ elijah.reeves@example.com 💻 <https://linkedin.com/in/elijahreeves> 📍 Kansas City, MO 64101

AUGUST 09, 2026

Hiring Manager
ABC Manufacturing
Olathe, KS

Dear Hiring Manager,

I am excited to submit my candidacy for the Senior Manager, Production Planner position at ABC Manufacturing, as your company's commitment to operational efficiency resonates with my professional trajectory, marked by a steadfast dedication to optimizing production processes and refining inventory strategies to achieve overall business objectives, which I consistently pursue with unyielding passion.

At XYZ Manufacturing, where I currently serve as a Production Planner, I directed the development of production schedules that elevated inventory turnover rates by 25%, aligning seamlessly with sales forecasts and customer expectations. Collaborating across multiple teams ignited a 15% boost in production efficiency, showcasing that teamwork truly fuels success.

In a similar vein, while at ABC Logistics, I managed to trim excess inventory by 20% through strategic inventory management. This experience not only ingrained the importance of collaboration but also solidified my belief that every decision shapes the future landscape of supply chain and operations.

My educational foundation, a Bachelor of Science in Supply Chain Management from the University of Missouri-Kansas City, along with certifications in both Lean Six Sigma and Supply Chain Management, showcase my commitment to continuous learning—an ethos that dovetails perfectly with ABC Manufacturing's mission to foster improvement.

In reflecting upon opportunities within your esteemed organization, I envision contributing to the robust production strategies at ABC, all while championing compliance, sustainability, and innovation within your operational framework. Aligning with your ethos ignites my enthusiasm.

Thank you for your consideration.

Sincerely,

Elijah Reeves

Elijah Reeves