

JACK JEFFERSON

123 Any Street, Any City, State 55555

(123) 555-1234

Cellular/Messages: (123) 777-5678

e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter:

I am in the process of seeking a manufacturing/production leadership position where I can use my skills in:

- **Production management** – Produced \$52 million in revenues of sophisticated telecommunications assemblies over five years. Also experienced in producing high-volume, low-cost automated manufacturing.
- **Recruitment and training** – Recruited more than 140 production and distribution exempt and non-exempt associates. Trained 425 associates in all aspects of production, assembly, quality control and distribution.
- **Customer relations** – Personally followed up with customers to ensure that all orders arrived on time and in perfect condition. Received numerous awards for excellence in customer service.
- **Process improvement** – Saved more than \$7.3 million through optimization of manufacturing, packaging and shipping procedures.

If you are working on a client assignment requiring a hands-on dedicated manufacturing/production manager, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume