Mr. Lee Kirsten  
Human Resources Manager,  
Sunshine Products  
New Milford CT 06820

Dear Mr. Kirsten,

With reference to your advertisement in the New Milford Times regarding the post of Production Manager, I would like to submit my candidature for the same. I am enclosing my resume for your perusal and action.

I have been in the Production Industry for the past seven years, most of which have been in large scale production industries. Over the years I have mastered the art of perfect production planning with cost effectiveness at its helm. Cost reduction coupled with increased better productivity at minimum timescale is my motto. I am very scrupulous about planning and control of production activities and was awarded the best production manager of the year for three consecutive years.

Apart from the above, I am team player and am sensitive to the needs and requirements of the team working with me.  
I am available for an interview any time you may want to schedule and am available on (203) 445-0231.

I would like to sincerely thank you for considering my application. Looking forward to hearing from you.

Sincerely,

Dirk Kentworth

Encl. Resume