

Robert Brown

Relocating to San Diego, CA

(XXX) XXX-XXXX

rbrown@xxxx.com

<Date>

<First Name> <Last Name>

<Title>

<Firm Name>

<Address>

<City, State Zip>

Dear <Courtesy> <Last Name>:

After more than two decades of continuous progression and achievement, including 16-plus years in leadership positions providing manufacturing operations and program management, I am ready to take the next step in my career. For family reasons, in the coming few weeks I will be relocating to the San Diego area of California. As such, I am writing to introduce myself as a strong contender for Southern California-based general and operational management positions that you may be seeking to fill for your manufacturing-engineering clients.

While I have enclosed my résumé, I realize you are busy, so please allow me just a moment to summarize the qualifications that should make me an easy match for your search assignments:

- Transferable manufacturing industry qualifications combined with extensive experience interfacing with giants in the automotive industry: GM, Saab, Volvo, Jaguar, BMW, Mitsubishi, Hyundai, Isuzu, Nissan, Chrysler, and Toyota, among others.
- Clear history of progression in roles that include manufacturing engineering management (heading seven engineers and machinists), production management (overseeing \$40 million operation and 184 personnel), and program management for a large, multimillion-dollar product development initiative.
- Extensively accomplished transforming traditional manufacturing operations to Lean processes, continuously driving out costs and inefficiencies to deliver optimal productivity and profitability.
- Expert background in quality systems, including implementation of QS9000 and the automotive-sector-specific TS16949.
- Documented history of quantified contributions that include millions of dollars in cost savings in addition to improved throughput, audit results, efficiency, workplace safety (winning two annual awards for safety metrics), and quality (virtually eliminating defects).

As a leader, I am particularly valued for my ability to come into ambiguous and unprecedented situations, serving as both a trailblazer and a change agent to bring teams together, set new standards, and achieve seemingly impossible goals. A good illustration of this was my most recent position in which I established alignment and cooperation between three groups and spearheaded an innovative, award-winning technology product from design concept to production and commercial launch in just 14 months.

Now, my goal is a senior operational management position, ideally providing leadership for a team of 150-800 employees. As noted above, this must be based within commuting distance from my new home in the San Diego area. However, I am available for travel and have strong experience traveling for business purposes throughout North America, Asia, and Europe. In recent years, my compensation has been in the \$140,000-\$180,000 range and I hope to meet or exceed that.

Thank you! Please don't hesitate to contact me if I can answer any questions.

Sincerely,

Robert Brown

Enclosure