

Louis Goss

Main Street, Any Town, Any Country, and E: Alejandro.G@yahoo.com, T: 000-000-000

15th JUN 2017

Mr. Gerald Flinch
Hiring Manager
Industrial Engineering Position
ABC Company
London

Dear Mr. Gerald Flinch

I came across an advertisement indicating the vacancy for the post of an industrial engineer at ABC Company. I have been waiting for such an opportunity to grow within the field and I am confident that I possess the amount of knowledge and experience to actually be a part of your team.

I passed out of the University of XYZ in 2010 with a degree in industrial engineering. I have been working in the industry since September 2011, gradually developing my skills and abilities to excel in the field of industrial engineering.

Here are my top qualifications and accomplishments:

- Developed and Implemented system maintenance SOP
- Earned Bachelor's degree in Industrial Engineering from Liberty University
- Conducted periodical time and motion studies to analyze system productivity
- Crafted system productivity reports and presented findings to decision makers
- Diagnosed and addressed the root cause of system irregularities

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

Louis Goss