Alexandre Severo

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Melbourne, VIC, 3011

**December 30, 2018**

**Human Resources Department**

Dear hiring manager,

I am applying for the **Junior Product Manager** position which was advertised on LinkedIn on December 29, 2018.

I believe I have the necessary skills to provide a high-level service. My professional background includes engineering, business administration and shop floor of industries, where I have developed strong management, organisational and analytical skills.

Below I have summarized my experiences and skills which will be valuable for this position. I have enclosed my resume to support my application.

* Business Control experience within the market’s leader of carton packaging gathering and analysing data using SAP and Excel efficiently to develop detailed reports and business cases to support managers and internal stakeholders.
* Continuous improvement experience working as a Cost Pillar member developing a 3-year plan to increase factory productivity, increasing efficiency and reducing positions.
* Analysing, monitoring and reporting KPIs.

Due to my experiences, I developed important transferable skills such as working in a fast-paced environment, time management and effective communication. I always purse and deliver a high-quality outcome and am very attentive to feedback in order to learn and develop myself.

Thank you for considering my application. I look forward to knowing more about the position and would appreciate the opportunity to meet with you to discuss how my qualifications can benefit your company.

Sincerely yours,

Alexandre B. Severo