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May 13, 2024

Dana Group,  
Minna, Niger State,  
Nigeria.

RE: Production Manager

Dear Sir/Ma,

Please accept this letter expressing my interest in the Production Manager position in your company. I am a Pharmacist who specializes in manufacturing and I am highly motivated and progress-focused with a long-standing background in production and regulation in the pharmaceutical industries. With a track record of initiative and dependability, I have devised strategic initiatives that I believe will prove valuable to Dana Group.

Throughout my career, I have perfected my interpersonal relationships and managerial capability. I am a capable and consistent problem-solver, skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed to building a strong team spirit, sense of urgency, leadership, and innovative skills towards ensuring business improvement and sustainability.

I efficiently supervised the civil works, machine installation, line setup, and test runs for local aerosol manufacturing plant in one of the reputable companies here in Ibadan. I am efficient in product research and development and improvement in existing manufacturing processes in accordance with good manufacturing practices.

However, you may notice a gap in my employment while reviewing my resume. During this period, I elected to take a leave from the workforce to focus on my school project work. The time I committed to my education has been invaluable to my professional growth, and I am eager to re-enter the workforce and apply my newly acquired expertise and knowledge to the job.

Please take a moment to review my attached resume. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you, for your consideration.

Yours Sincerely

Chidi Chibundu