**Chandra Watkins**

**(555)555-­‐5555 |** [**chandra@somedomain.com**](mailto:chandra@somedomain.com)

[Date]

Mr. Stephan Scheck Innovation

6553 Carlisle Drive, Suite 300 Ottawa, ON, K2G 1V8

Dear Hiring Manager,

My unique mix of previous work experience and education in Algonquin College’s Business Administration – Materials and Operations Management program, make me an ideal candidate for a summer co-op positon at Minto.

My experience in sales and customer relationship management, combined with my courses in materials and operations, has convinced me that material/production planner is a career option I would like to explore.

During my education I have learned SAP current practices through practical labs and course work and APICS training in supply chain management in an exam preparation and testing environment, which based on your job description I would be applying in this role.

Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your productions department.

Should you have any questions, you may reach me via phone 613-555-2923 or via email chandra@somedomain.com. Thank you for your time and consideration in my application for the role of material and production assistant.

Sincerely,

Chandra Watkins