

# Tyrone Jackson

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Matthew Johnson  
UW Medicine  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Johnson:

I'm reaching out to apply for the manufacturing engineer position with Invitae. During my time with Myriad Genetics, I spearheaded process improvement initiatives to reduce product defects by 16% and lower manufacturing costs by 25%. I believe I can achieve similar success in an engineering role at your organization.

With three years of experience improving productivity and product quality, I am attracted to Invitae's reputation for improving health care using perfectly-engineered medical products. I am confident my expertise in quality control and lean manufacturing would be an asset to your team based on my career achievements:

- Spearheaded a machine redesign project to increase output by 43% and led process improvement initiatives to enhance quality control and reduce manufacturing costs by \$150,000 per year
- Performed investigations and root cause analysis of product defects and issues related to manufacturing processes, customer usage, and design flaws
- Utilized Lean Manufacturing methods to reduce cycle time by 39%

I'd like to set up an interview to discuss how my expertise in product manufacturing can further Invitae's goal to enable outstanding medical care for countless patients worldwide. Please feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Tyrone Jackson