

Melissa Anderson

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Lori Taylor

Orson Pharmaceuticals

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Taylor:

I'm interested in applying for the engineering manager role with Orson Pharmaceuticals. With over 10 years of experience within the pharmaceutical industry, I've managed capital projects ranging from \$5 million to \$25 million. My leadership expertise can help your organization continue to refine its manufacturing and engineering design processes in this position.

Orson Pharmaceuticals' mission for providing affordable solutions to unmet patient needs is what draws me to apply for this position. While with Biomax Pharmaceuticals, I built and managed a diverse engineering organization to execute major capital improvements, generating over \$3 million in annual cost savings. I can create value for your company based on my previous successes:

- Oversaw engineering operations for a pharmaceutical manufacturing plant, led the execution of capital projects valued at up to \$25 million and maintained all facility and production equipment
- Reduced maintenance costs by 15% in manufacturing by revising preventative maintenance plans to eliminate breakdowns identified during quality control audits

- Managed, developed, and built a 40-person engineering team spanning design, manufacturing, and facility maintenance and introduced 5S Lean processes

I look forward to speaking with you further about how my background within the pharmaceutical industry can aid your organization. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Melissa Anderson