

**Matthew Johnson**

**Flynn & Parker Inc.**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

Dear Ms. Alvarez:

Achieving a 15% production cost reduction at TMI Engineering was one of the high points of my career. In collaboration with my team, I successfully saved over 40 work hours per week and reduced operating expenses by \$300,000 per year. My ability to identify process improvement opportunities would be a strong asset to your organization in the electrical engineer position.

I understand Flynn & Parker Inc. is looking for an engineering leader to support the development and manufacturing of new products within the consumer electronic market. With over eight years of experience in large production environments, I specialize in developing new processes, tools, and equipment to maximize throughput. Some of my career highlights include:

- Partnered with engineers and cross-functional teams in designing, prototyping, testing, and launching top-caliber products within the consumer electronics space
- Developed and implemented new processes to streamline manual testing, improve throughput, and enhance quality assurance audits, which saved over \$300,000 in production costs
- Introduced new preventative maintenance programs that reduced unscheduled machine downtime by 39%

Best regards,

Aliya Jackson