***Dear Mr. Ronny***

I am writing this letter in response to your advert on your website for a Production Supervisor. I thought the timing could not be better as I have been in the market for a chance to work with your organization. I downloaded the application form from your website, and I am sending it back with a copy of my resume. I hope that they will give you a decisive view of my qualifications and show that my experience and qualification match your job criteria.

For the last eight years, I have worked at ABC Ltd. I started as a production engineer, and after three years, I was promoted to production supervisor. During my time at the organization, I was recognized for my ability to minimize manufacturing costs while properly implementing the latest technologies to daily processes on more than three occasions. Over the years, I have gathered enough experience that has helped me stand out among even the aptest applicants in the field. In addition to maintaining standard production practices, I have great motivational and communication skills that help me offer great leadership making my team members work efficiently even under the most stressful conditions.

I have more than my worth proven work record as a production Supervisor through a range of completed projects that enhanced ABC Ltd.’s reputation. For more information on my qualifications and achievements, kindly find attached my resume.

**Best Regards,**

**Michael J.**