September 26, 2016

Ms. Sally Smith

Operations Manager

St. Mary’s Hospital

1919 Any Street

Milwaukee, WI 53202

Dear Ms. Smith:

As an experienced Quality Engineer with a background in high-volume manufacturing, I was very interested to learn about your opening for a Quality Engineer. As a Quality Analyst at XYZ Company, I managed:

* Quality functions for 4 locations
* Incoming inspection, line testing, and final test processes for 6 high-volume production lines

Consistently recognized for exceptional performance, I saved XYZ Company more than $1.2 million in 2015 alone. An expert in quality analysis, process improvement, and SPC analysis, I repeatedly reduced product failures, rejection of materials, and warranty costs, as well as assisted with major system implementations of data tracking systems.

In May 2016, XYZ Company merged with ABC Enterprises which resulted in the elimination of my department due to redundancy. Since then, I have remained active in the American Society for Quality (ASQ) and completed courses in quality system management, ISO9001 systems, and supply chain management.

I am confident that my successful experience in the field combined with my efforts to keep my knowledge and skills current will enable me to aggressively pursue quality process improvements and drive cost efficiencies at your company.

I look forward to an interview to discuss how I can be an asset to your team and contribute to achieving your company goals.

Sincerely,

Joe Jobseeker