

John Doe

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August 18, 2023

To: ABC Company

RE: MANUFACTURING TECHNICAL SPECIALIST II/ ENGINEER I

Reference Number: 123456-112233

Dear Madam/Sir,

I would like to express my interest in the **Manufacturing Technical Specialist/Engineer** position at **ABC Company**. I am an analytical chemical engineer with years of cGMP pharmaceutical manufacturing experience. Comprehensive in technology transfer implementation, such as process design, development and optimization. This includes from upstream vial thaw to downstream final bulk product delivery. Able to deliver production manufacturing metrics and KPIs, and provide technical floor support. Adept at investigational root cause analysis, handling product failure and CAPA implementation. Experienced with implementing process and product change controls, and drafting technical documents. Certified in Lean Six Sigma, and qualified cGMP investigator and trainer. Currently, I am a manufacturing sciences engineer at XYZ Company, in a single-use-technology CDMO environment. I work with process development scientists to perform technology transfers—from pilot scale to commercial scale. Attend technical and client meetings, and perform GEMBA walks. Experienced with capital projects and process performance improvements. Previously worked as a research and development (R&D) scientist; during this time, I performed analytical method developments and validations for clinical trial and commercial batches.

I am personally a collaborative goal-oriented individual that adheres to organizational daily objectives and long-term strategies. Given my experience and education I believe I am a qualified candidate for the **Manufacturing Technical Specialist/Engineer** role at **ABC Company**. I look forward to meeting you in person and further discussing ways in which I can contribute to your esteemed company. I hope to hear from you soon!

Sincerely Yours,

John Doe