

John Doe

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To: ABC Company

RE: MANUFACTURING TECHNICAL SPECIALIST II/ENGINEER I

Reference Number: 123456-112233

Dear Madam/Sir,

I would like to express my interest for the Manufacturing Technical Specialist/Engineer position at ABC Company. I am an analytical and detail-oriented chemical engineer with more than six years of cGMP pharmaceutical manufacturing experience. I have comprehensive ability in process design, development, and optimization. I can provide technical floor support and implement technology transfer. Proficient in investigational root cause analysis, CAPA implementations, driving document change controls and handling product failures. Capable of delivering production manufacturing metrics and KPI's. Certified cGMP trainer, investigator and certified in Six Sigma lean methodologies. Currently, I am working in a single use technology (SUT) facility in a contract manufacturing (CMO) environment. I am proficient in performing technology transfer from upstream thaw to downstream final bulk product delivery, drafting batch records, and performing new product introduction change controls according to current Good Manufacturing Practices cGMP, ISO standards and FDA regulatory guidelines. At my current role as a manufacturing sciences and technology (MSAT) engineer at XYZ Company I have fulfilled all target goals. With my current role, I provide floor support to manufacturing technicians and work with process development scientist to perform manufacturing technology transfer from clients to production scale, I perform GEMBA walks, attend technical meetings and tier meetings. In my previous roles, I was involved in large capital projects, performing process optimizations, and investigating nonconforming batches. Prior to that, I was a research and development (R&D) scientist and most of my studies were focused on analytical method development and method validation for clinical trial materials and conducted feasibility studies. Personally, I am a team player, motivated and goal-oriented individual that adheres to organization goals, and objectives. Overall, I firmly believe that with my experience and educational background; I can excel in the role of Manufacturing Technical Specialist / Engineer at ABC Company and positively contribute to daily operations and long-term strategies. I look forward to meeting you in person and to further discuss ways in which, I can contribute to your esteemed Company.

Sincerely Yours,

John Doe