

**John Doe**  
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August 1, 2023

**To: ABC Company**  
**RE: MANUFACTURING TECHNICAL SPECIALIST II/ ENGINEER I**  
**Reference Number: 123456-112233**

Dear (Name)

As a chemical engineer with years of cGMP pharmaceutical manufacturing experience, I am writing to express my strong interest in the **Manufacturing Technical Specialist/Engineer** position at **ABC Company**.

I have over 7 years of experience as a manufacturing sciences engineer and research and development (R&D) scientist. My qualifications include:

- Technology transfer implementation, such as process design, development and optimization. This includes from upstream vial thaw to downstream final bulk product delivery.
- Delivering production manufacturing metrics and KPIs, and providing technical floor support.
- Investigational root cause analysis, handling product failure and CAPA implementation.
- Implementing process and product change controls, and drafting technical documents.
- Lean Six Sigma certified and cGMP investigator and trainer.
- Experienced with capital projects and process performance improvements.

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. I previously worked as a R&D scientist; during this time, I performed analytical method developments and validations for clinical trial and commercial batches.

I would welcome the opportunity to discuss your company objectives and (insert ways you, the job applicant, can help fulfill them). Attached, please find my resume for your review. For further evaluation upon my credentials, I hope you would not hesitate to contact me at (555) 555-5555 or at [johndoe@gmail.com](mailto:johndoe@gmail.com) to schedule an interview. Thank you for your time and I look forward to speaking with you.

Sincerely,

John Doe