

Letter about a product

[Linguistics](#), [English](#)



Memorandum February 12, Re: Job Advertisement Emerson Process

Management recently put out an ad in the job opening section of The Town Journal paper in order to let people know that they are on the lookout for a new Materials Analyst. The requirements for the position include:

BS Supply Chain/Materials/Operation Management preferably, other disciplines considered with appropriate experience.

Strong communication skills

Self-motivated and innovative

Strong analytical and problem solving skills along with attention to detail

Previous supply chain experience

Must be willing/able to travel as necessary

I applied for the position by presenting them with my resume that strongly details my previous work experience as a Material Analyst for ABC Process Incorporated. This information included my travel experience as purchaser and material analyst in order to bolster my application in terms of on the job experience that the others applicants may not have.

I am looking forward to hearing from Emerson Process Management because I feel that I am a strong candidate for the vacant position. I shall keep you posted about the progress of my application with the aforementioned company.

Letter of Application

Jeffrey Bombshell

2311 Hollywood Drive

Branson, NY 77707

Mr. Tom Hatville
Human Resources Director
Emerson Process Management
1234 Hustle Avenue
Newville, IN 89067

Dear Mr. Hatville:

Greetings! I am contacting you today in relation to the job opening of Materials Analyst at your good company. It is by sheer luck that I am currently available to fill the position should you feel that I qualify to do so. I have almost 12 years on the job experience as a Materials Analyst having had the opportunity to work for ABC Processes Incorporated in the same position up until the time of my departure from the company this past January.

Please allow me to present a few things that you may wish to note about my application:

I majored in Logistics, Materials, and Supply Chain at the University of Southern Maryland and graduated with honors

I helped develop the materials analyst blue book for ABC Processes Incorporated

I have traveled extensively across the United States as a representative for ABC Processes Incorporated and have created a personal network of business connections in the process that can benefit Emerson Process Management whenever necessary.

I believe that my attached resume will prove that I am one of the strongest candidates for the open position. I am available to discuss my application

and answer any questions you might have about my work experience at your convenience. I am looking forward to hearing from you about an interview date that is most convenient for you.

Sincerely,

Jefferey Bombshell