

The Machine Production Company PLC
No. 456, DEF Road
Colombo

Dear Sir,

Production Manager - Ref MPC/Factory/123

I am writing with reference to your advertisement that appeared in the recent newspapers advertising for the post of Production Manager that has fallen vacant in your company.

I am interested in applying for the post of Production Manager in consideration of the long standing reputation of your company in the country for producing machines. I am academically qualified with a B Sc degree in Mechanical Engineering from the University of Peradeniya and count more than ten years of work experience in the production of machines which will definitely benefit your company. I possess all of the requirements needed to fill your vacancy including the ability to be a team player while managing production staff of more than one hundred persons.

Further highlights of my career

- ✓ Registered Member of the Professional Engineers with the Institution of Engineers, Sri Lanka (IESL)
- ✓ Post qualifying technical training in Electrical Production of Machinery
- ✓ Maintenance of Quality Management Standards of factory conforming to ISO 9002

I am confident that with these qualifications and experiences your company will benefit by selecting me for the above position and wish to meet you for an interview to discuss further