

**Nguyen Van A**  
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14<sup>th</sup> June 2014

**Human Resource Department**  
ABC manufacturing company  
Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

**Apply to: Production Supervisor position**

I am writing to the position of Production Supervisor currently as advertised on the Careerlink.vn website. I think I have skills and experience that you are looking for in order to fill the position in a positive manner.

I have got a Bachelor's Degree in Food Technology with over 4 years experience at DEF Food and Beverage Manufacturing Company. After 3 years working as a Production Engineer, I received BOD's appreciation and got Production Supervisor position. I am responsible to provide leadership for brewing and beer processing activities to continuously improve quality and productivity while maintaining product specification, GMP, food safety and best practices. I am also responsible for raw material handling, brewing, fermentation and beer processing. I apply "lean manufacturing" methods, such as 5S, Kaizen to eliminate waste, increase efficiency, and improve production.

I have high-level communication and interpersonal skills and I am an effective team leader, with the ability to work in a culturally diverse environment. I am always willing to work beyond normal working schedule to complete plan within timeline. With my extensive experience and knowledge, I believe I could make a valuable contribution to your team and help lead the organization to further success.

I would like to set up a time to meet with you in order to talk about this in more detail. You can call me at any time at 09090909xx. Thank you for your consideration.

Yours faithfully,

Nguyen Van A

[fb.me/vothanhthienvan](https://fb.me/vothanhthienvan)