

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 to schedule an interview. Thank you for your time and I look forward to speaking with you.

Sincerely,

John Doe