

For further information please contact Jude – Employment Co-ordinator

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LETTER OF INTRODUCTION

To Whom It May Concern:

I wish to take this opportunity to introduce myself to you. I am a New Zealand resident of over three years seeking a position in any sector where I can apply my proven skills and over 20 years practical progressive experience in:

- Production Planning.
- Purchasing and supply chain management.
- Logistical processing – keen to develop skills and experience in export documentation and processing.
- Open to opportunities within any sector where I can utilise my broad range of transferable skills.

Since arriving in New Zealand over three years ago I have been working on a contract basis for some well-known Christchurch companies. I am interested in any permanent and/or contract positions that you may have available.

As outlined in my attached CV, I have two Supply Chain Management Qualifications achieved over the last eight years:

- Diploma in Production and Inventory Management (IOM)
- Graduate Diploma in Purchasing and Supply (CIPS) completed in 2005.

The NZQA has assessed the CIPS qualification as being equivalent to a New Zealand Diploma in Purchasing and Supply Management.

As a result of my specialised training and practical work experience in positions of responsibility I have a broad range of key and transferable skills that include:

- Production planning.
- Purchasing and supply chain management.
- Materials and logistical processing.
- Communication and relationship building both internal and external.
- Utilising various MRP systems, including SAP and JDE.

I have primarily worked in the manufacturing sector within the UK, including the electronics and semiconductor industries, and have 20+ years' experience within various supply chain positions.

Thank you for your consideration and I look forward to an opportunity to meet with you to further discuss my skills, knowledge, practical experience and attributes.

Kind regards
Stephen