

DOUGLAS K. CHRISTENSEN

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—INDUSTRIAL ENGINEER / COST ANALYST—

Proven Efficiency Improvement ★ Revenue Generation ★ Project Management

July 5, 2010

Mr. Richard Watson
CEO, Watson & Associates
12345 West Texas Drive
Victoria, Texas 77901

Dear Mr. Watson:

What is the future of your company? In the midst of this economic uncertainty, there is an increased need for competent, dedicated professionals who are accustomed to doing more with less, and can still be counted on to get the job done. Are you looking for a highly qualified industrial engineer and cost analyst to significantly improve the bottom line of your company and increase production, all while retaining your most important asset—people? As you know, I am a liaison between your company and another organization. I am very familiar with your processes and have developed a proposal for a new process that would **increase your profits by at least 15% and reduce costs by 10% within the first six months I am on the job.**

Transferable strengths:

- ☑ Cost analysis, planning, scheduling, management, team building, and leadership.
- ☑ Successful experience in lean manufacturing, leading diverse teams, providing technical advice, and making solid recommendations for complex planning, design, and implementation.
- ☑ Meticulous knowledge of manufacturing concepts and principles.
- ☑ Keen ability to analyze processes, budgets, and projects, as well as make solid recommendations that increase production, ensure quality control, and considerably boost revenue using my knowledge of financial management systems, scheduling software, and key performance indicators.
- ☑ Recently, earned the **Certified Associate in Project Management (CAPM)** designation.
- ☑ Bachelor of Science degree in Industrial Engineering from Texas A&M University.
- ☑ Building relationships with customers in order to facilitate excellent communication and ensure total customer satisfaction—an essential key to a successful business!

As you review my attached résumé, you will see how my experiences will validate my value to your organization. I am dedicated to process efficiency, increasing the bottom line, contributing to the continued success of the organization, and retaining top talent. I look forward to demonstrating my expertise, skills, and abilities during an interview with you. Please contact me at 361.298.1211 to arrange a convenient time to meet, or if you have any questions. Thank you for your time and consideration.

Sincerely,

Douglas K. Christensen

Attachment

“Doug’s innovative ideas kept our company in business during a difficult downsizing resulting in only 1 employee lay off out of 459 employees and his ideas increased our profits by 12%! Amazing results in a tumultuous economy.” Raja Bhaha, CEO, XYZ Company