

Example - with using technical tools

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Mr Richard Lai
 Artistic Director
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Dear Mr Lai

This writer has used technical tools to add interest to the letter and to break up long sections of text.

Re: Production Manager vacancy

How often do you experience these problems in your production team?

Problems:

Poor team work and communication
 Unreliable agents and suppliers
 Lots of creative ideas, but no-one willing to implement them
 Escalating costs.

During my 20-year career in graphic arts production, I have faced these problems and found solutions. For example, in my current position with LMJ Company, we have reduced production expenditure by almost 45 percent and yet we still consistently win industry awards.

How I found solutions:

I set up internal account management teams to ensure a fast and high quality response to account director needs.
 I negotiated preferred supplier agreements with agents and suppliers and built mutually beneficial relationships with those who could meet our needs best.
 I encouraged and supported the vocational education of production staff, increasing the availability of cheaper internal talent for the creation of visuals.

The underline draws attention to the bottom line benefit to the employer.

I would be delighted to meet you to discuss how I might achieve similar results for you in the position of production manager and can be reached on tel: 9245 6347. Thank you.

Yours sincerely

Emily Wong

Contributed by: