

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title, e.g., VP of Operations]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],
Re: Plant Director - [Company Name]

I am writing to express my strong interest in the Plant Director position at [Company Name]. With over [Number] years of leadership experience in high-volume electronics manufacturing and a proven track record in [Key Skill, e.g., SMT production/Lean Six Sigma/Supply Chain Optimization], I am confident in my ability to drive operational excellence at your [Location] facility.

Throughout my career, I have specialized in scaling complex manufacturing environments while maintaining rigorous quality standards such as ISO 9001 and ISO 14001. At my previous role with [Current/Previous Company], I successfully:

- [Achievement: e.g., Increased OEE by X% through automation integration]
- [Achievement: e.g., Reduced production costs by X% via strategic resource allocation]
- [Achievement: e.g., Managed a workforce of X employees with a focus on safety and retention]

My approach combines technical proficiency in [Specific Technology, e.g., PCB Assembly/Cleanroom Operations] with a focus on human capital. I am adept at leading cross-functional teams to meet aggressive KPIs, ensuring that production schedules align with global demand while mitigating supply chain risks.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Detail, e.g., innovation in consumer electronics/sustainable manufacturing]. I am eager to bring my expertise in operational turnaround and P&L management to your leadership team.

Thank you for your time and consideration. I look forward to discussing how my background in electronics manufacturing leadership can contribute to the continued growth of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]