

**Robert Smith**

**Printing Supervisor**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I proceed to submit my application for your consideration after discovering that your company is seeking a new Printing Supervisor. As a professional and highly experienced printing supervisor with more than 9 years of experience working for various printing sectors, I feel confident that my expertise and technical skills align perfectly with the job requirements of your company. In my previous role as Printing \*\*\* at \*\*\*, I was tasked with the duty of overseeing all facets of print production operations. I managed a team of 15 team members while ensuring the timely completion of the assignments within the specified budget frame. I trust that my skills and experience in the field position me to quickly surpass the expectations that you have from this role, and at the same time bring continued success to \*\*\*. Expanding on my routine responsibilities in the current organization –

* Supervising the quality of printing, and packaging.
* Making employee schedules, down stocking reports, and doing cycle counts.
* Supervising and maintaining a safe environment for 100 print shop employees, and ensuring the daily quota of \*\*\*\* is met.
* Extensive experience in installing, repairing, and training new hires on equipment use.
* Proficient in all aspects of the print production process, from pre-press to post-press.
* Superior multitasking abilities with a concentration on a high level of quality control.
* Repaired \*\*\*\* printers, replaced parts, dampers, scan motors, and troubleshoot issues.
* Implemented optimal use of materials, leading to around 15% cut in the procurement of ink earning revenue of around \*\*\*\* within a month.
* Proficiency in testing and developing new print profiles and new printing process.

I am a self-motivated and result-oriented person, and I am confident that I would provide my best service to your facility. I am excited to put forth my knowledge of the print production process, and my expertise in managing large-scale projects and work to expand \*\*\*. I hope we could meet in person so that I can give you additional details about my qualifications and credentials. I appreciate your time and consideration.

Sincerely,

[Your Name]