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ARGER Romane

Dear Mr. and Mis

I am in my second year of engineering school and am looking for an international internship in order to acquire additional skills. I'm writing to express my interest in the available position in your company with the internship. I will be available from the first week of June until the end of August 2022. The goal of this internship is to bring solutions to your company but also to teach me new techniques. This international role is also a chance for me to improve my English and discover new cultures.

Possessing an unfailing perseverance, I will be able to achieve any task that you give me. I have developed some knowledge in planning projects and have learnt to use project software like "project". I use Excel to analyse the data and to develop a plan of experience. I can lead planning meeting to follow and the progress of my team. I would like to put my dynamism, my rigor, and my precision that have developed, at your disposal.

I had the chance to gain experience in lean management within GE. I developed my analytical skills and my ability to synthesise different production data. The evolution of the 6S indicators were recorded for each workstation. I was therefore able to plan future machine maintenance times. This visual management system also facilitates the sharing of information between operators and thus speeds up decision-making.

I did my work placement at FAREVA in a pharmaceutical company as a project manager. I created a tool to analyse and prioritise risks using the "FMEA" method. I made employees aware of the importance of anticipating risks and prioritising them to increase the efficiency of the teams' work. This made it possible to standardise problem resolution, avoiding delays and additional costs or human risks.

I look forward to discussing the possibility of working with you to develop my skills. I am certain that my experience set would make me a great candidate for this position as well as a great asset to your project. Please give me a call at the number above to schedule an interview at your convenience. I appreciate your consideration and look forward to hearing from you.

Sincerely,

ARGER Romane

A handwritten signature in black ink, appearing to be 'R. Arger', written over a horizontal line.