Gary Hollis
Telford | gary.hollis@example.com | 07700 900241

5 October 2026

Mr Tom Garvey
Production Manager
Severn Valley Bakeries
Stafford Park 9
Telford TF3 3AT

Dear Mr Garvey

Application for Production Supervisor (night shift)

I am applying for the Production Supervisor role on your night shift. I led a shift of 18 operatives on three packing lines at Marston Fields Foods for six years, until my role was made redundant when the Telford site closed in July.

On my shift we packed about 40,000 packs a shift across three lines. When line 2 kept stopping for the same faults, I started a fault log with the engineers, and repeat stoppages fell by a third within three months.

Since the closure I have completed IOSH Managing Safely. I hold Level 3 food safety and a forklift licence, and I have trained 25 new operatives, which matters as you grow your night shift.

I am available to start straight away. My CV is attached. Thank you for considering my application.

Yours sincerely

Gary Hollis