

Associate Cover Letter

802 Lisabeth Lodge Christiansenburgh, WY 24520-9181

Dear Tatum Ferry,

I submit this application to express my sincere interest in the associate position.

In the previous role, I was responsible for information on promotions, TJX Canada policies and procedures, events and store locations.

My experience is an excellent fit for the list of requirements in this job:

- Organise and schedule trainings
- Communicate and coordinate to/with the operations' teams about the various trainings held
- Create training materials and have version controls to ensure that they are up-to date
- Provide ideas and methods of training to Head of Training to ensure training process improvements
- Participate in cross training and ensure the knowledge transfer between the team and processes on a periodic basis
- Maintain all training related MIS
- Manager the L&D library
- Track record of providing high end Customer service in a similar operation

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Azariah Carter