

Supervisor, Operations Cover Letter

5688 Carter ParkSophieview, RI 64373-4751

Dear Emery Nienow,

In response to your job posting for supervisor, operations, I am including this letter and my resume for your review.

Previously, I was responsible for operations support to multiple areas including: installation and maintenance, customer engineering, customer operations, and methods & procedures.

Please consider my qualifications and experience:

- Prepare and present information such as on time delivery and quality results to members of the leadership team
- Champion the organization's culture
- Communicate with other supervisors to coordinate operations and activities within or between departments
- Demonstrates equipment operations and work and
- Demonstrate safety procedures to new employees
- Assign employees to experienced workers for training
- Interpret specifications, blueprints, work instructions and company policies and procedures for workers
- Maintain operations data such as time, production, and cost records

I really appreciate you taking the time to review my application for the position of supervisor, operations.

Sincerely,

Drew Huels