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# Example of Team Manager Cover Letter

7627 Lawrence Trail  
Leschville, TX 29494-6290

**Dear Landry Oberbrunner,**

I am excited to be applying for the position of team manager. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for leadership to support the management of operations, supply chain with QHSE standards, audits and review of operating practices and systems.

Please consider my experience and qualifications for this position:

* Manage the team with respect to people, process, business and operations
* Act as a focal point for any and all queries that will be raised by the team during the course of operations
* Ensure compliance of policies and procedures
* Work with the team and assist them with their development
* To manage a large and diverse team of process advisors working towards pre-defined targets
* Effective input into managing resource through line management and liaising with resource planners
* Completing performance reviews and holding monthly one-to-ones with each team member to drive continuous improvement and development
* Managing and prioritising team member’s workload and results, ensuring projects are delivered on time and at appropriate level of quality

**Thank you for considering me to become a member of your team.**

Sincerely,

Shae Oberbrunner