

Assistant Supervisor Cover Letter

9897 Hoyt MillsStammberg, NH 21192-3817

Dear Avery Yundt,

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

In my previous role, I was responsible for excellent customer service, including outstanding verbal and written English communication skills; must be able to maintain a professional and positive temperament when providing service in difficult situations.

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

- Action oriented with high energy, drive and enthusiasm
- Full understanding of all drill bits processes, procedures and safety risks associated with of the plant processing areas
- Knowledgeable in all areas of Warehouse processes
- Experience in Registration and billing
- Possess or obtain PIV (Powered Industrial Vehicle) Operator Certification
- Experience with coaching or training
- Understanding of modern manufacturing methods
- Understands the importance of effective conflict resolution

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

Sincerely,

Hayden Wehner